



CITY OF BUENA PARK
invites applications for the position of:

Lube Technician - Part-time, Non-benefited

SALARY: \$15.97 - \$18.49 Hourly
\$2,768.13 - \$3,204.93 Monthly
\$33,217.60 - \$38,459.20 Annually

OPENING DATE: 04/11/23

CLOSING DATE: Continuous

JOB BULLETIN:

*Applications will be accepted on a **CONTINUOUS BASIS** until the position is filled with a first review date of **April 23, 2023**. **Apply early. This position may close at any time without notice.** Interested parties are strongly encouraged to submit application materials as soon as possible.*

PUBLIC WORKS FLEET MAINTENANCE DIVISION IS LOOKING FOR SOMEONE WITH THE FUTURE IN MIND!

The Fleet Maintenance Division maintains and repairs all City vehicles, trucks, tractors, and other light and heavy power-driven equipment. Be a part of this exceptional division!

The Fleet Maintenance Division is looking for a Lube Technician who is a go-getter, someone who is not afraid to learn new things, works hard, is a team player, and is willing to grow. The ideal candidate will have experience in basic automotive repair services. If you want to be part of the future of Buena Park - **APPLY NOW!**

GENERAL PURPOSE

Under general supervision, this position performs safety inspections and basic automotive repair services including mounting and balancing tires, tire repairs, oil changes, fluid exchanges, checks, and replaces belts and hoses as needed; checks proper operation of all lights, sirens, and horns; and performs other duties as assigned. **This part-time position works approximately 10-20 hours per week and requires the availability to work a varied schedule between the hours of 7:30 a.m. to 4:30 p.m. Monday through Thursday.**

DISTINGUISHING CHARACTERISTICS

The Lube Technician is an entry-level part-time, non-benefited position working 10-20 hours per week. This classification is distinguished from the Fleet Mechanic position by its specialized knowledge of equipment maintenance procedures and use of diagnostic equipment. This classification assists with a variety of minor equipment repair and preventive maintenance functions.

QUALIFICATIONS GUIDELINES

Knowledge of:

Basic automotive principles including preventive maintenance practices and techniques; regulations, standards, and guidelines pertaining to the work; familiarity with current technology in repairing and diagnosing vehicles, equipment, and their component systems; operation and

repair characteristics of various light and heavy equipment; effective customer service techniques.

Ability to:

Lubricate and change oil on all types of light and heavy vehicles and equipment; mount, balance, change, and repair tires and wheels; learn and perform preventative maintenance and replacement functions; read and interpret manuals, schematics, plans, and specifications; prepare and maintain a variety of shop time keeping and repair records; communicate effectively, both orally and in writing; understand and follow oral and written instructions; establish and maintain effective working relationships with co-workers, management, vendors, and the general public.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Physical Demands

While performing the duties of this class, employees are regularly required to use their hands to finger, handle, feel, or operate objects, tools, or controls and reach above and below shoulder level with hands and arms. Employees are required to frequently stand and walk in work areas and occasionally sit while completing records and reports, and talk and hear.

Employees are expected to stoop, squat, crawl, lie on their backs while facing upward, and work within confined physical spaces. Employees may climb stairs or small stools, and lift and carry parts and equipment typically weighing less than 50 pounds. Specific vision abilities required by this class include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee must be able to follow policies and procedures; use basic math; learn and apply new information or new skills; work under deadlines with interruptions; and interact with city staff, management, contractors, vendors, and the public.

ENVIRONMENTAL DEMANDS

The employee works indoors and outdoors while assessing and working on fleet equipment. The employee is exposed to alternating coldness, heat, dust, oils, greases, fumes, moisture, wetness, and various cleaning agents. Employees must periodically pick up, deliver, and test-drive equipment. The noise level is loud when employees are operating power tools and equipment.

EDUCATION/TRAINING/EXPERIENCE:

High School graduation or G.E.D. equivalent **AND** one year of experience performing minor automotive repair duties on a wide variety of vehicles and equipment which would provide the required knowledge, skills, and abilities **is required**. Certification in Automotive Technology may substitute for the work experience requirement.

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS:

A valid Class C California driver's license, an acceptable driving record, and evidence of insurance **are required**. A valid Class B California driver's license **is desirable**.

National Institute of Automotive Service Excellence (ASE) A6 Electrical/Electronic Systems and/or A8 Engine Performance certification **is a plus**.

APPLICANT INFORMATION/EXAM WEIGHT:

Applicants must file a concise and complete City application regarding their qualifications for the position online through the Human Resources Department webpage at www.buenapark.com/hr as soon as possible. Applications may be accompanied by a resume describing experience, education and training in relation to the requirements of the position, however resumes will not be accepted in lieu of a City employment application.

All applications will be reviewed and only those candidates determined to be most qualified on the basis of experience and education, as submitted, will be invited to participate in the selection process. The selection process may include, but is not limited to oral interview and/or written exams and oral presentations. Successful candidates will be placed on the employment eligible list from which hires may be made. The list is valid for up to one year, unless exhausted sooner.

The City of Buena Park is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

The City of Buena Park Alcohol and Drug Abuse Policy requires that all applicants undergo drug and alcohol testing prior to employment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.buenapark.com/HR>

Position #23-00504
LUBE TECHNICIAN - PART-TIME, NON-BENEFITED
DA

6650 Beach Boulevard
Buena Park, CA 90620
714-562-3515
714-562-3512

jobs@buenapark.com

Lube Technician - Part-time, Non-benefited Supplemental Questionnaire

- * 1. To better evaluate your qualifications for this position, responses to this supplemental questionnaire are required. The information you provide will be used to determine your eligibility to continue in the selection process. An incomplete and inaccurate application may lead to disqualification. It is your responsibility to fill out the application thoroughly and accurately. Resumes will not be accepted instead of completing these questions. Please provide concise, descriptive, and detailed information when answering the questions. If you do not have experience, please write "NONE". NOTE: 'See resume', 'See above', or copy and paste of your resume are not considered qualifying responses and will not be considered when evaluating your qualifications.
 - ☐ I acknowledge receipt of this information and understand the instructions.
- * 2. What is your highest education completed?
 - ☐ No Diploma
 - ☐ High School or G.E.D.
 - ☐ Some College - 59 units or less
 - ☐ Some College - more than 60 units
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
- * 3. Do you hold a National Institute of Automotive service Excellence (ASE) A6 Electrical /Electronic Systems and A8 Engine Performance certification?

- ☐ Yes
 - ☐ No
- * 4. A valid California class C driver license, acceptable driving record, and evidence of insurance is required for this position. What type of Driver License do you possess?
- ☐ I do not have a valid California driver license
 - ☐ Class C, non-commercial license
 - ☐ Class A, non-commercial license
 - ☐ Class C, commercial license, with HAZMAT endorsement
 - ☐ Class B, commercial license, with tanker endorsement
 - ☐ Class A, commercial license, with tanker endorsement
- * 5. Do you hold a Certification in Automotive Technology?
- ☐ Yes
 - ☐ No
- * 6. Do you possess a Class B license?
- ☐ Yes
 - ☐ No
- * 7. If you answered YES to the previous question, please answer the following question: List the date when you receive this certification and the name of the school where you obtained this certification. If none, please indicate N/A.
- * 8. How many years of experience do you have performing basic automotive preventive maintenance?
- ☐ No experience
 - ☐ Less than 6 months experience
 - ☐ 6 months to less than 1 year experience
 - ☐ 1 to less than 2 years experience
 - ☐ 2 to less than 3 years experience
 - ☐ 3 to less than 4 years experience
 - ☐ 4 to less than 5 years experience
 - ☐ 5 years or more experience
- * 9. Please describe your specific experience performing basic automotive preventive maintenance. Include the dates of employment and names of your employers during this experience. If none, please answer N/A.
- * 10. Are you available to work 4 days a week?
- ☐ Yes
 - ☐ No
- * 11. Please list the days/hours you are available to work.
- ☐ Monday Morning
 - ☐ Monday Afternoon
 - ☐ Tuesday Morning
 - ☐ Tuesday Afternoon
 - ☐ Wednesday Morning
 - ☐ Wednesday Afternoon
 - ☐ Thursday Morning
 - ☐ Thursday Afternoon
- * Required Question