

CITY OF TEMPE

Temporary Employment Opportunity



Public Works-Fleet Services | 53 S. Priest Drive Bldg. D Tempe, Arizona 85281

www.tempe.gov/jobs

Fleet Services Intern

Opening Date: September 16, 2024

Closing Date: November 15, 2024

Hourly Wage: \$20.00 Per Hour

Work Schedule: The Tempe Fleet Services shop is open Monday through Friday, 6:00 AM to 10:00 PM. The specific work schedule will be determined to meet the needs of the city as needed to fulfill the requirements of the specific project. This internship is for 20-29 hours per week, Monday through Friday, excluding observed holidays; anticipated duration is approximately six months.

Experience & Training:

- General experiences which have provided familiarity with a variety of automotive servicing functions. Current or recent coursework in the automotive field is preferred.

Essential Job Functions:

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Service all types of City apparatus and equipment; change oil and air, fuel, oil and hydraulic filters; lubricate chassis. • Test and replace batteries, radiator and all hoses.
- Check all belts for condition and tightness.
- Check entire braking system; replace faulty brakes.
- Check, change, replace tube, rotate, mount and balance tires.
- Clean shop and shop equipment.
- Perform related duties as assigned.
- Physically be present to perform the duties of the position.
- Performs all work duties and activities in accordance with City policies and procedures
- Works in a safe manner and reports unsafe activity and conditions. Follows city-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined.
- Perform related duties as assigned.

Physical Requirements:

- Ability to lift to 50 pounds.
- Climb stairways, ladders, and work on elevated structures.
- Work in a stationary position for considerable periods of time (standing, kneeling, sitting required when repairing vehicles)
- Work out-of-doors in inclement weather.
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to blood and airborne pathogens; bodily fluids; etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

Applicant Requirements:

- Requires successful completion of selection process, successful completion of background investigation and verification of identity and work authorization.
- A valid Arizona Driver's License is required.
- A high school senior in an automotive program or a recent graduate. Automotive Trade school attendance. Preferably someone recommended by a Career and Technical Education high school representative or teacher of an automotive related field.
- The minimum age is 16 years old.
- Applicant must bring and use their own set of basic hand tools and a half-inch drive impact wrench (pneumatic or battery operated).
- The City will provide required uniforms and safety footwear.

How to Apply:

Submit Application To:

City of Tempe
Fleet Services
53 S. Priest Drive Bldg. D
Tempe, Arizona 85281

For questions, please contact:

Volo Espinoza, Fleet Supervisor – Fleet Services | (480) 350-8141 | Oswaldo_espinoza@tempe.gov

Jerry Campos, Fleet Manager – Fleet Services | 480-350-8088 | jerry_campos@tempe.gov

Equal Employment Opportunity:

The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The city does not discriminate based on race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the city will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.



Temporary Employment Application

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for _____

Do you possess a valid Driver's License (may be required for certain positions)? Yes No

Your age group is? 15-17 years 18-20 years 21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No

Have you ever worked for the City of Tempe? Yes No

If yes, from _____ (mm/yy) to _____ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If yes, please indicate his/her name, position, and relationship to you:

To assist us with verifying previous work experience and /or education, please list other names you have gone by:

Are you a veteran? Yes No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From _____ To _____

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification? Yes No

If no, please indicate your highest grade level completed _____

Education from an accredited College/University:

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

Special training *that relates to this position*:

List computer software program(s) with which you are proficient in operating *that relate to this position*:

Language Proficiency (other than English):

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:		
Address:	Phone:	
Job Title:	Employees Supervised:	
Supervisor (Name/Title/Phone):		
Employment Dates (mm/yy):		
Hours Per Week:	Wage: \$	per
Work Performed:		
Reason for Leaving:		

Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No *If Yes, please explain:*

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<u>FOR ADMINISTRATIVE USE ONLY</u>	
Job Code: _____	Cost Center: _____
Title: _____	Hourly Wage: _____
Supervisor: _____	Weekly Hours: _____