

Job Class Code: 4825	FLSA Status: Non-exempt
Pay Code: 3	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to ensure safety and environmental compliance of City fueling stations and the City Garage. The class is responsible for training, assisting workers and customers, safety, recordkeeping, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Properly maintains and inspects all City fueling stations.
- Ensures all underground storage tanks are properly maintained to minimize contamination.
- Manages workers' compensation claims.
- Administers recycling program and maintains all shop tools.
- Develops and implements procedures for operations and safety in accordance with requirements and guidelines, and evaluates to ensure compliance.
- Implements the OSHA/Hazmat program for the garage, and coordinates with the Fire Department, VOSHA, OSHA and Virginia Department of Environmental Quality (DEQ) as needed.
- Ensures compliance with all state and federal regulations.
- Researches and maintains currency in all applicable safety, health, or other laws, rules, and codes; advises on occupational health, or other safety related requirements.
- Provides training on occupational health and safety requirements and programs to City Garage personnel.
- Conducts inspections of City Garage, facilitates, equipment, accident sites, or other areas with safety requirements to ensure quality, safety, and customer satisfaction; enforces applicable laws, rules, and codes.
- Investigates accident sites to determine causes and recommends corrective actions; follows up in cases of personal injury involving lost time.
- Performs administrative functions such as recording information, assisting with budgets, controlling expenditures, compiling reports, and ordering or monitoring materials and spare parts.
- Attends or conducts staff meetings to exchange information; attends, and schedules others to attend, in-service training and classes to improve technical skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Performs specialized technical and mid-level professional work requiring specific understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.

Mental Requirements	Performs specialized technical and entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in automotive mechanics, industrial safety or environmental compliance.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. A Commercial Driver's License and Certified Instructor with National Safety Council for Defensive Driving certification must be obtained within six (6) months of hire. Completion of the UST Operators training course (Class A, B, and C) must be achieved within six (6) months of hire.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.