



LITTLE ROCK  
**Water Reclamation  
Authority**  
ONE WATER. ONE FUTURE.

**LITTLE ROCK WATER  
RECLAMATION AUTHORITY  
invites applications for the  
position of:**

**CP Fleet Tech**

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**SALARY:** \$18.88 Hourly  
**DEPARTMENT:** Collection Systems Maintenance  
**OPENING DATE:** 09/25/20  
**CLOSING DATE:** Continuous  
**DESCRIPTION:**

**NOTE:** These positions are part of the LRWRA CAREER PATH process and are set up to allow the employee to progress automatically to the next position upon achievement of the noted qualifications.

The "Scope" and "Duties" listed on this page are basic to both positions; the "Qualifications" the following pages detail and determine the expertise and experienced required for each position.

Each successive level includes all of the requirements for the previous level.

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**Scope of Responsibilities:**

Responsible for repairs, preventive maintenance, and maintenance of all vehicles and equipment for the combined fleets of Little Rock Water Reclamation Authority (LRWRA) and Central Arkansas Water (CAW). Ensures repair and service consistent with generally accepted fleet practices. Responsible for the distribution of the items in inventory, as well as the security and safekeeping of parts, tools, and supplies. Follows safety rules and procedures.

**Safety Sensitive--YES**  
**Uniform Required--YES**

**EXAMPLES OF DUTIES:**

**Duties & Responsibilities:**

- Performs repairs on all vehicles and equipment as requested.
- Performs preventive maintenance for vehicles and equipment.
- Accountable for parts and supplies used during repairs or preventive maintenance.
- Picks up and delivers parts as needed.

- Maintains tidiness and physical appearance of the Fleet shop.
- Maintains and/or oversees maintenance of fuel island, hand-wand and drive-through car wash.
- Washes vehicles and equipment.
- Supplies own hand tools required to complete work duties.
- Completes work order documents noting time, parts, and supplies used.
- Responds to emergency service calls and performs roadside repairs.
- Follows safety practices and guidelines at all times – including wearing proper personal protective/safety equipment due to possible exposure to hazardous chemicals, flammable liquids, biological hazards, toxic/flammable compressed gases and confined spaces.
- Follows established work procedures and practices.
- Undertakes any reasonable request within capabilities that is good for the community and the utility.

## TYPICAL QUALIFICATIONS:

High school graduate or equivalent with graduation from an accredited technical school with apprentice program for mechanics.

One (1) year experience in fleet maintenance.

Equivalent combination of training and experience may be substituted.

Automotive Service Excellence (ASE) certification within three (3) years of employment in at least three (3) areas related to job assignment.

Working knowledge of the type of materials, supplies, tools and equipment commonly stored and required in fleet maintenance.

Ability to obtain Commercial Driver's License (CDL) tanker endorsement within one year of employment [NOTE: Employee may request assistance in achieving a Class A CDL with tanker endorsement from Supervisor after demonstrating that at least three attempts have been made to pass the written exam independently. If CDL Class A with tanker endorsement is not achieved by noted date, employee will not be eligible for any salary increases until the CDL Class A with tanker endorsement is earned]

Ability to communicate both orally and in writing.

Ability to diagnose and repair vehicles and equipment.

Ability to obtain certification to operate a powered lift truck.

## SUPPLEMENTAL INFORMATION:

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

Position #20-12  
 CP FLEET TECH  
 KL

11 Clearwater Drive  
 Little Rock, AR 72204

[karen.light@lrwu.com](mailto:karen.light@lrwu.com)

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### CP Fleet Tech Supplemental Questionnaire

\* 1. Do you have a high school diploma or GED?

Yes  No

\* 2. Do you have a valid Commercial Driver's License? If so, what class is your CDL?

Class A

Class B

\* 3. Do you have any endorsements on your CDL? If so, please list them.

\* 4. Do you have any experience working on vehicles and/or equipment?

Yes  No

\* 5. Have you received any technical training to work on vehicles and/or equipment?

Yes  No

\* 6. Do you have any Automotive Service Excellence (ASE) certifications?

Yes  No

\* Required Question