

2980

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

12/2/09

Revised

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**TITLE: FUEL TRUCK OPERATOR AND ATTENDANT**

**DEFINITION**

Under general supervision, to operate a mobile refueling truck dispensing gasoline, diesel, compressed natural gas (CNG) and oil to City vehicles and/or aircraft; to assist in various stores operations; to perform a variety of general maintenance tasks relative to assigned area of responsibility; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the service oriented position performing fueling of aircraft or vehicles for City Departments during off-use hours (based on operational needs), maximizing operation efficiency, and allowing Departments to meet their goals. Incumbents may be required, at times, to operate the mobile refueling truck on the road to various yards throughout the City, which requires specialized hazardous material training, skills and appropriate drivers' license endorsements.

**REPORTS TO:** Fleet Management Technician or Senior Airport Operations Specialist.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Fleet Management Technician or Senior Airport Operations Specialist.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Refuel a wide variety of gasoline, diesel and compressed natural gas powered City vehicles, aircraft and equipment, utilizing a mobile refueling truck.
- Occasionally transport mobile refueling truck to various City yards and locations to refuel vehicles, equipment and generators.
- Prepare manifest and accurate records whenever operating fuel truck on streets or highways.
- Report vehicle, equipment mechanical defects, or fuel island equipment malfunctions found while refueling to Fleet Management for repair.
- Maintain refueling schedules based upon City Departments working schedules, to maximize operation efficiency.
- Maintain accurate fuel issue logs including unit numbers, fuel type, quantity dispensed and enter into a computerized fuel inventory system.
- Closely monitor fuel inventory and tank levels, and assist with scheduling of fuel deliveries.
- Perform general maintenance of fuel island and pumps, including replacing hoses, filters, tire inflators, oil meter dispenser and printer paper.
- Perform general clean-up around fuel island to ensure both a safe, environmentally friendly and aesthetic area including sweeping, mopping, wiping down equipment, keeping paper towel, windshield cleaning dispensers and hazmat spill kits supplied.
- Assist with general clean-up of Auto Stores inventory area.

- Occasionally assist with parts issues, and assist in taking inventory of Auto Stores.

In addition to the above, when assigned to the Airport, duties may include but are not limited to, the following:

- Perform a variety of maintenance services for airport customers including refueling and towing aircraft to proper spaces.
- Perform minor maintenance on the Fixed-Based Operator (FBO) equipment, vehicles, building, grounds, ramps and hangars; and review major repair needs with supervisor.
- Inspect FBO service trucks and fuel hydrants; ensure proper functioning of safety devices, check fuel for proper levels to ensure purity.
- Train staff on refueling aircraft and proper line service techniques, create and maintain written training materials.
- Marshal and greet arriving aircraft, and direct them to a parking location.
- Review inventory and order supplies and equipment; order fuel and oils for resale and pick up supplies as necessary.
- Assist with the payment of invoices as necessary.

## **QUALIFICATIONS**

### **Knowledge of:**

- The safe and proper refueling methods of vehicles, aircraft and equipment.
- General mechanical knowledge of a wide variety of vehicles and equipment.
- Occupational hazards and standard safety precautions necessary in the performance of work.

In addition, when assigned as a Fuel Truck Operator and Attendant at the Airport:

- Basic principles and practices of bookkeeping.

### **Ability to:**

- Understand and carry out verbal and written directions.
- Keep accurate records.
- Perform computer data entry of fuel issue logs.
- Safely operate City vehicles.
- Establish and maintain effective working relationships with supervisors, fellow employees and the general public.
- Work productively in the absence of supervision.
- Work overtime as needed.
- Read and interpret pertinent laws, codes and safety orders dealing with the handling and transportation of fuels and hazardous materials.
- Perform general maintenance of fuel island equipment, and area cleaning.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade. Specialized training in the handling and transportation of fuels and hazardous materials is highly desirable.

Experience: One year of experience in servicing, maintenance or operation of automotive and heavy equipment. When assigned to the Airport, experience in aircraft refueling (specifically jets) and marshaling aircraft is required.

**MEDICAL CATEGORY:** Group 2

### **WORKING CONDITIONS:**

Work is performed in a variety of environmental conditions, indoors and out, but primarily outside, with exposure to wide temperature variations: rain, noise, vibrations, fumes, grease and oils, machinery and its moving parts, odors and dust. Physical demands require: bending, stooping and occasional heavy lifting of moderately heavy objects weighing up to 100 pounds. While fueling vehicles, requires: pushing, pulling, bending, twisting, leaning forward and sideways, stretching, reaching and climbing. This position also requires maintaining balance while on a ladder, bumper of vehicle or walking or climbing over equipment that may be slippery. Daily exposure to irritating and hazardous fuels and chemicals (while using proper safety equipment). Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood.

Incumbent may be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which includes evenings, and may include weekends, holidays and/or varying shifts.

### **NECESSARY SPECIAL REQUIREMENT**

Possession of, or ability to obtain, an appropriate valid Class "C" California motor vehicle operator's license.

Possession of, or ability to obtain during the probationary period, a Class "A" California Motor Vehicle Operator's License with Hazardous Materials and Tanker Endorsements.

### **CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Fuel Truck Operator and Attendant

**TO:**