



Position: Auto Detailer
Department: Police

Unit: Non-Union
FLSA Status: Non-Exempt

Summary Description:

Under direct supervision, performs a variety of tasks of varied difficulty associated with cleaning and maintenance of Police Department vehicles. Wash or otherwise clean vehicles, machinery, and other equipment. Use such materials as water, cleaning agents, brushes, cloths, and hoses.

Major Duties/ Essential Functions

Clean and polish vehicle windows.

Scrub, scrape, or spray machine parts, equipment, or vehicles, using scrapers, brushes, clothes, cleaners, disinfectants, insecticides, acid, abrasives, vacuums, or hoses.

Apply polishes, reconditioners, waxes, or masking materials to vehicles to preserve, protect, or restore color or condition.

Inspect parts, equipment, or vehicles for cleanliness, damage, and compliance with standards or regulations.

Maintain inventories of supplies.

Monitor operation of cleaning machines or notify supervisors when malfunctions occur.

Mix cleaning solutions or other compounds, according to formulas.

Turn valves or handles on equipment to regulate pressure or flow of water, air, steam, or abrasives from sprayer nozzles.

Rinse objects and use cloth, squeegees, or air compressors to dry surfaces.

Sweep, shovel, or vacuum loose debris into waste containers and remove waste containers from work areas.

Disassemble and reassemble machines or equipment or remove and reattach vehicle parts or trim, using hand tools.

Drive vehicles to or from garage or parking spaces.

Clean the plastic work inside cars, using paintbrushes.

Minor Duties/Responsibilities

Minor landscaping work on Police Station property.

Mows grass and operates string trimmers.

Keeps all equipment and hand tools clean and operating smoothly and notifies supervisor of any mechanical problems with assigned equipment and vehicles. Works with other department employees to clean floor and interior of garage.

Assists with minor maintenance and upkeep of all tools and equipment used in the department.

Responsible for notifying supervisor and/or department head when violations of policies are observed on the job.

As this position works with little constant direct supervision, they must be able to confer with supervisor on a regular basis, discussing work processes, incidents, problems and plans and receiving advice, counseling and instruction.

Performs other duties as assigned.

Knowledge

Knowledge of occupational and safety hazard precautions necessary for the work conducted.

Skill/ Ability

Good communication skills, both written and verbal, with an ability to create and maintain effective, cooperative interpersonal relationships with all Police Department staff. Ability to follow written and oral instructions. Must be able to speak and understand the English language fluently.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to bend, stand; walk; use hands and fingers; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is continuously required to sit; climb or balance; stoop, kneel, crouch; talk and hear. The employee must occasionally lift and /or move up to 50 pounds and to climb ladders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The ability to see details at close range (within a few feet of the observer). The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

License/Certifications

Must possess a valid Wisconsin Motor vehicle operator's license.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
Police Chief

Revision History:

April 1, 2020

January 25, 2018