

AUTOMOTIVE SERVICE PERSON

DEFINITION

Under direction, lubricates, cleans, services and makes minor adjustments to automotive equipment. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by the responsibility to service bus and automotive equipment and to assist a more highly skilled worker in making minor repairs and carrying out assigned programs of preventative maintenance.

This class is distinguished from the next higher class of Mechanic I in that the work assigned may be of a less specialized nature. This class refers extremely difficult or complex tasks to the class of Mechanic I, II or III for advice and assistance.

EXAMPLES OF DUTIES

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

1. Services automotive equipment with fuel and oil; lubricates automotive equipment and changes oil; checks and replaces accessory equipment such as batteries, filters, spark plugs and windshield wipers.
2. May, under direction, assist in minor repair of equipment.
3. Steam cleans engines; repairs tires and vulcanizes tubes; keeps gas, oil and lubrication records and reading on fuel pumps.
4. Drives district vehicles for service, delivery and pick-up of parts, etc.; assists in various garage area housekeeping duties; performs related duties as may be required.
5. Washes pool, driver training vehicles and may wash buses on an as-needed basis.
6. Maintains repair facilities and equipment in a clean and orderly condition.
7. Provides vacation and temporary relief as required.

MINIMUM REQUIREMENTS

Knowledge of:

- Safe driving and work practices;
- Provisions of the California Motor Vehicle Code;
- Methods, tools and equipment used in servicing and lubricating automotive vehicles;

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- Drive automotive equipment safely and efficiently;
- Follow oral and written directions;
- Perform moderate to heavy manual labor including frequent bending, stooping and heavy lifting;
- Establish and maintain effective working relationships;
- Acquire skills in vehicle service maintenance.

EXPERIENCE

One year of experience in the servicing of automotive vehicles.

EDUCATION

Completion of formal or informal education sufficient to read and write at the level required for successful job performance.

ADDITIONAL REQUIREMENTS

Must possess or obtain prior to appointment, a valid California Driver's License. Must have ability to obtain and maintain insurability status under the District's vehicle insurance policy.

Approved: 05/27/80
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02/12/87