

## AUTOMOTIVE SERVICE WORKER

### NATURE OF WORK

This is semi-skilled mechanical work in the repair and preventive maintenance of a diversified automotive fleet.

Work involves responsibility for routine servicing and preventive maintenance of automotive equipment. An employee of this class may assist a skilled automotive mechanic on complex repair jobs, but is expected to perform routine daily tasks independently. Supervision is received from a technical superior and work is reviewed through inspection and through the performance of equipment serviced.

### EXAMPLES OF WORK PERFORMED

Fuels, greases and lubricates automobiles, trucks and other automotive equipment; services batteries and other parts.

Makes minor adjustments and repairs on automotive equipment such as tire changes and repairs, and minor installations.

Drives a City-owned wrecker to tow vehicles on orders from Police Department.

Services heavy road equipment, and other automotive equipment, with gasoline, diesel fuel and oil; changes oil, oil filters and fuel filters; keeps appropriate records.

Keeps garage areas clean; assists mechanics in repairs of a complex nature; picks up parts when necessary.

Maintains records and reports on work performed.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the less complex mechanical parts of automotive equipment.

Some knowledge of the standard tools, materials and practices used in the automotive repair and servicing trade.

Some knowledge of the hazards and safety precautions of the trade.

Ability to understand and effectively carry out routine oral and written instructions.

Ability to read and correctly interpret written automotive service bulletins and maintenance requirements.

Ability to keep routine records.

Skill in the use and care of required tools and equipment.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus six months of experience in the servicing of automotive equipment; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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