

DESCRIPTION: Under immediate to general supervision, performs unskilled manual and semi-skilled work in the servicing and safety checking of vehicles and automotive equipment; reserves use of and schedules maintenance of vehicles; operates vehicles as needed; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first full performance classification level of the Automotive Work class series. Positions are expected to perform routine automotive and customer service duties. Positions in this class may assist others at higher levels of this series as needed. These higher classification levels perform skilled and/or highly complex automotive engine, system, and component diagnostic, maintenance, repair, and/or overhaul work.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Services vehicles with gas and other fluids; checks condition of tires, engine lights, and windows; checks and installs batteries, belts, fuses, and headlamps.

Lubricates chassis of vehicles; changes and repairs tires; changes oils, lubricants, and filters of vehicles.

Provides assistance to customers and agency representatives including the servicing and reserving of vehicles, using of credit cards, and using operational/safety features of specialized vehicles; picks up and delivers vehicles and parts.

Washes, cleans, and waxes vehicles.

Performs seasonal preventative maintenance activities for vehicles by checking and replacing anti-freeze or coolants as needed.

Maintains records and reports as needed such as service maintenance forms, work orders, accident/trouble reports, vehicular reservation forms, fuel usage and mileage logs, and trip/travel billings.

Prepares vehicles for permanent assignment to agencies or disposal, including adding/removing license plates, agency or state decals, vehicular manuals, forms of identification, and other documents.

Performs custodial and opening/closing tasks for assigned service shop/facility and other work areas.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: basic service maintenance requirements of specific vehicles; motor pool and other vehicular usage procedures and forms; basic mechanical components of vehicles; general hazards and safety precautions when using vehicles and automotive products.

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Ability to: communicate and interact with others in person, and through telephone and email; understand and follow supervisory directions and technical instructions; record and enter data using manual and automated forms and equipment; identify vehicular and equipment service needs and mechanical malfunctions and notify the appropriate staff.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Coursework, training, or experience in servicing vehicles and associated equipment.

SPECIAL NOTES:

Positions in this class may require incumbents to be exposed daily to fumes, grease, dirt, and gasoline, and to work out-of-doors.

Some positions in this class may require incumbents to possess a valid driver's license, or the ability to provide independent authorized transportation, in order to perform work-related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).