

LINN COUNTY CLASSIFICATION

TITLE: AUTOMOTIVE SERVICE WORKER

NUMBER: 262

APPROVAL ORDER NUMBER: 2021-199

PAY RANGE: 03

DATE: JUNE 29, 2021

CATEGORY: TEAMSTER

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Lubricates, fuels and does routine servicing of automotive equipment, machinery and other construction equipment, including care and replacement of tires.

SUPERVISION RECEIVED: Works under the supervision of the Fleet Maintenance Supervisor or Leadworker who assigns jobs and inspects work upon completion; may occasionally work under the limited supervision of a mechanic while performing an assigned task.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of this class, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Service automobiles, trucks, tractors and other equipment including:
 - a) Add or replace fuel, motor oil, grease, water, coolant, hydraulic fluid, transmission fluid and air.
 - b) Replace filters, brakes, lights, and other component parts.
 - c) Perform routine equipment and vehicle maintenance procedures.
2. Keep records of service to vehicles and equipment.
3. Keep records of fuel and tire inventory.
4. Change and rotate tires; Add air to maintain in-service tires at proper inflation pressures.
5. Operate computers and software generally and related to finding parts, tools, and equipment; schematics; maintenance and repair procedures; documentation; and related functions.
6. Maintain a neat and orderly work environment.
7. Assist mechanics occasionally as assigned.
8. Occasionally work outside of normally scheduled hours.

OTHER FUNCTIONS:

1. Respond to emergencies during and after normally scheduled hours.
2. Perform the functions of a higher classification for training or relief purposes.
3. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of automotive and construction equipment, lubricating methods and practices; skill in use of automotive servicing equipment, tools, and tire care; general mechanical ability; ability to follow oral and written assignments.

EXPERIENCE, EDUCATION AND TRAINING: 18 years of age or older, and graduation from a senior high school or possession of a GED, plus one year experience in servicing and maintaining automotive and construction equipment or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession within 90 days of hire of a Commercial Driver License, Class "A", with endorsements for manual transmission, fifth wheel trailer, air brakes, and tanker; and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in all types of weather and in all areas of the county. Work requirements include the ability to see, talk, hear, sit, stand, walk, bend, stoop, kneel, jump and run. The ability to use hands to finger, handle or operate objects, tools or controls, to reach with hands and arms and to lift or move ninety (90) pounds is also required.