

VEHICLE SERVICE WORKER I

DEFINITION

To perform routine work in servicing gasoline or diesel powered automotive, light and heavy construction and other power-driven equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from supervisory and management staff.

ESSENTIAL AND OTHER FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Examples of Essential Functions:

Fuel, grease and lubricate automobiles, trucks and heavy automotive equipment; ensure appropriate fluid levels.

Perform safety inspections on vehicles and equipment; perform routine repair work and report safety and other priority repair work to supervisor.

Change and repair tires; install and service batteries, spark plugs, light bulbs, fan belts and other simple mechanical parts.

Service automotive equipment with gasoline and oil; keep records of amounts used.

Inspect and repair or replace electrical components, including gauges, sending units, lights, batteries, and charging systems.

Pick up and deliver vehicles to outside garages; pick up parts; road test vehicles to insure proper operation.

Examples of Essential Functions:

Wash and steam clean vehicles and equipment.

Examples of Other Functions:

Assist other mechanics in the performance of mechanical repairs as required.

Assist in general maintenance and cleanliness of automotive shop area.

Perform related duties and responsibilities as required.

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QUALIFICATIONS

Knowledge of:

Lubricating systems and oils, greases and attachments used in lubricating automotive and related equipment.

Repair characteristics of less complex components of automotive equipment.

Basic procedures of preventive maintenance related to automotive and construction equipment.

Safe work practices.

Ability to:

Learn to service automotive and heavy equipment according to City procedures.

Learn basic welding methods.

Understand and follow oral and written instructions.

Keep simple records.

Use a personal computer and appropriate computer software.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some experience performing automotive servicing work is desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

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License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a class "A" commercial driver's license within six months of hire.

Possession of, or ability to obtain, a forklift certification within six months of hire.

Possession of, or ability to obtain, a valid CPR/First Aid card within three months of hire.

Special Requirements

Successfully pass a city-paid physical examination.

Lift up to 50 lbs.

WORKING CONDITIONS

Shop environment; lifting, climbing and stooping; exposures to dust, grease, and noise.

OPERATING PRINCIPLES

Individuals are expected to work in a manner consistent with the City of Vancouver's Operating Principles; specifically: Work and act as a team player in all interactions with other city employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

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Revised 2000 dw