



Classification: Automotive Service Assistant I
Title Code: V00628
Pay Range: 09

POSITION SUMMARY:

This is an entry-level position where the employee performs general cleaning and minor service work on vehicles. Duties can be readily learned through on-the-job training. An employee in this position is closely supervised.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Cleans and details new and used vehicles (e.g., washes interior and exterior, vacuums, washes windshield, performs minor paint touch-up work, buffs, polishes, removes road tar, cleans trunk area, steam cleans engine, shampoos carpet and upholstery), as needed.

Fills gas tank of vehicles.

Cleans and maintains manual and automatic car wash (e.g., keeps soap and wax dispensers full, removes dirt and residue from floor and monitors overall operation to ensure proper working order).

Changes oil (e.g., drains oil, changes filter, adds new oil); checks fluid levels in vehicle and replenishes, as needed; replaces wiper blades; replaces interior/exterior light bulbs.

Changes, patches, balances, rotates, and mounts tires.

Transports new, used, and disabled vehicles.

Serves as courier for the garage by picking up and delivering necessary items (e.g., supplies and parts from dealership, etc.).

Utilizes a variety of equipment associated with garage operation (e.g., manual and automatic car wash stations, car buffer, broom, mop, tire balancing and repair equipment, jumper cables, and mechanic hand tools).

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to learn the occupational hazards and standard safety precautions of the automotive mechanic trade.

Ability to operate a motor vehicle in compliance with state laws.

Ability to understand and effectively carry out instructions reference work assignments.

Ability to lift and move parts, tools, and supplies associated with a garage facility.

Classification: Automotive Service Assistant I

Title Code: V00628

Pay Range: 09

Page 2

Ability to work under varying climatic conditions.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a high school or possess a GED.

NECESSARY SPECIAL REQUIREMENTS:

Possess or obtain and maintain a valid Driver's license.

Must be at least eighteen years old at the time of appointment.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.