



Classification: Temporary Clerk - Garage and Carwash
Title Code: V09752
Pay Range:

POSITION SUMMARY - Garage:

The Temporary-Garage position is a temporary position where the employee is responsible for the general care of the garage. This position assists with light mechanical duties such as changing oil, mounting and balancing tires, replacing light bulbs, minor body and trim repairs, etc. This position may also assist with washing cars. Knowledge of the standard practices, methods, tools and equipment of the automotive mechanic trade is preferred.

POSITION SUMMARY - Carwash:

The Temporary-Carwash position is a temporary position where the employee is responsible for assisting with auto detailing including exterior cleaning and polishing, vacuuming interior, shampooing carpet and upholstery, cleaning engine compartments, luggage compartments, etc. This position will also assist with light housekeeping duties.

Both positions are responsible for performing other related duties as assigned. Work is assigned and performed in accordance with established routines. Instructions are specific in nature and work is subject to close inspection during progress and upon completion.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to document repairs to and parts used on Patrol vehicles.

Ability to work under varying climatic conditions.

Ability to work independently with general supervision.

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

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 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.

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NECESSARY SPECIAL REQUIREMENTS:

Possess 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 a maximum eight-hour shift as directed by the supervisor, making sure no more than 1,000 hours of work is completed in a time period of one year; however, working hours are subject to change at the discretion of the commanding authority.