

AUTOMOTIVE SERVICE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This work involves the routine servicing of vehicles used by a municipality. Work is performed under the direct supervision of the Head Automotive Mechanic. This position differs from that of Mechanic's Helper by virtue of the more limited scope of responsibility and the fact that the incumbent is not involved in performing maintenance repair work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Checks all fluids in the vehicles daily;
Moves vehicles to appropriate areas for storage and maintenance;
Washes and cleans the interior and exterior of vehicles;
Performs custodial work to the buildings and grounds as needed;
Removes ice and snow from parking lots and entrances;
Installs advertising signs as required;
May assist in the loading and unloading of supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the basic principles of servicing, cleaning and washing vehicles;
Ability to maneuver and park vehicles systematically;
Ability to understand and follow oral and written directions;
Ability to establish and maintain successful working relationships;
Ability to drive vehicles in the garage area;
Willingness to be exposed to dirt, grime and grease;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENTS: Possession of an appropriate level New York State Motor Vehicle Operator's license.