Job Description

Job Title:	Automotive Service Worker	Classification:	Classified
Department:	City Manager	Grade:	130
Occupational Group:	Drivers, Fleet Mechanics & Support	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs general maintenance to a variety of powered vehicles and equipment; performs entry-level repairs, minor brake repair, front and rear disc brake rotor and pad replacement; replaces light bulbs and headlamps, wiper blades, washer fluid, air and fuel filters; performs preventative maintenance levels A, B, and C.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Performs preventive maintenance on vehicles including oil and filter changes, chassis greasing, and transmission fluid changes on city vehicles.
2. Inspects engine fluid levels and adds or changes fluid as needed; performs overall operation and safety checks on City vehicles.
3. Performs tire tread inspections on city vehicles.
4. Maintains records of city fleet maintenance activities.
5. Maintains accurate inventory control of maintenance parts.
6. Performs minor repairs including replacement of headlamps, wiper blades, brake lights, turn signal lights, and other vehicle lights.
7. Performs minor brake repairs.
8. Installs and removes cages and decals in Police vehicles.
9. Contributes effectively to the City Manager Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Performs various janitorial duties needed in the garage.
- Shuttles city vehicles to and from various work sites.
- Issues and records issuance of parts to operators of city vehicles.
- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Methods, principles, practices, tools, and materials of the mechanic's trade; principles and mechanics of internal combustion engine parts and supplies needed to perform a variety of

maintenance and repairs on automotive equipment/vehicles; local vendors parts and supplies inventory generally available for maintenance and repairs on automotive equipment and vehicles.

Skill in: Establishing and maintaining effective working relationships with other City employees and automotive parts/supplies vendors; operating a variety of technical diagnostic equipment used on automotive equipment; diagnosing, maintaining, and repairing a variety of automotive equipment/vehicles; understanding and following complex directions and instructions; operating a variety of motorized equipment and vehicles; using hand and power tools associated with the diagnosis, maintenance, and repair of automotive equipment/vehicles.

Education: High school diploma or GED equivalent required

Experience: Two years of full-time automotive equipment/vehicle service, maintenance, and repair work required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. ASE certifications preferred.

Physical Demands Requirements and Working Conditions

Must possess mobility to work in and around City automotive shop facilities, to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work, to work in confined spaces and around machines, motors, equipment and to inspect, assemble, troubleshoot, maintain, and repair a variety of automotive equipment and vehicles; vision to read printed materials, a computer screen and inspect parts, motors, and vehicles; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, and reach when completing maintenance and repairs. Employees must possess the ability to lift, carry, twist, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Employees work both indoor and outdoor environments and are exposed to loud noise levels, extreme cold and hot temperatures, dust, mechanical, chemical, and electrical hazards, and hazardous physical substances and fumes; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around traffic.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	