

SERVICE CENTER ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS:

This position performs a wide variety of unskilled to semi-skilled work at the County Automotive Center. The incumbent performs routine duties including the cleaning of the center and vehicles, fueling, and transporting cars. In addition, the employee assists both the mechanics and the parts manager in performing general tasks such as oil changes, tire and brake maintenance, the transportation and stocking of parts, and the processing of work orders. The incumbent also assists in refuse pickup as a substitute for crew members. Work is generally performed under the direct supervision of a higher level employee. Supervision of others is not a normal function of the position.

TYPICAL WORK ACTIVITIES:

1. Maintains the service center in a clean, safe and presentable manner;
2. Assists the parts manager by performing such duties as processing work orders, issuing parts to mechanics, checking in deliveries, tagging parts and picking up parts;
3. Assists the mechanics by performing such tasks as oil changes, tire repair, brake replacements, wheel alignments, new vehicle preparation, and assisting in more complex repairs;
4. Cleans and washes the interior and exterior of vehicles;
5. Cuts grass and performs simple maintenance tasks at the service center;
6. Operates a tow truck to retrieve or deliver vehicles;
7. Accompanies driver on trash pick-up runs;
8. Fuels vehicles and performs routine maintenance checks;
9. Assists in snow and ice control activities;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of simple, routine automotive repair practices and procedures; working knowledge of cleaning and maintenance safety and practices; ability to understand and follow oral and written instructions; ability to keep simple records; ability to adapt to changing assignments and duties; mechanical aptitude; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

Eligibility for a New York State Motor Vehicle Operator's License at time of application, and possession of said license at time of appointment. An incumbent must obtain a tow truck endorsement for their license by the completion of any probation period.

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