

JOB DESCRIPTION
San Diego County Office of Education

AUTOMOTIVE SERVICE WORKER

Purpose Statement:

Under immediate supervision, the Automotive Service Worker assists in routine maintenance and repair of fleet vehicles and related automotive service equipment. This is an entry-level classification which provides support in the general maintenance and repair of vehicles, buses, trucks, and other motorized machinery.

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, as well as being accountable for their actions and their impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Inspects vehicles daily and checks for: fluid levels, tire pressure and wear;
- Checks status of safety equipment;
- Performs mechanical repairs such as: tire repair and replacement, wheel bearing packing, wheel balancing; installs shock absorbers, accessories, mufflers, fan belts hoses;
- Assists in repair and replacement of major engine components, such as radiator, engine heads, motor mounts, carburetors, generators water pumps; air conditioning recharge;
- Services, washes and vacuums vehicles as necessary for daily use;
- Performs minor brake repair and engine repair;
- Uses a computer for recordkeeping, parts ordering, and other tasks as assigned;
- Assists in scheduling vehicles for use by authorized staff.

Other Functions:

- Performs other duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Thorough knowledge of safety standards and requirements related to fleet vehicles;
General knowledge of automotive repair installation and parts acquisition;

Price comparisons and purchasing procedures.

ABILITY TO:

Identify basic operation malfunctions of vehicles.

Working Environment:

This assignment spends time indoors and outdoors with most of the time spent in a garage environment.

Must be able to: see to read, drive and perform assigned duties; hear and speak to exchange information in person, and on the telephone; kneel, stoop, crouch, crawl, bend at the waist, reach overhead, above the shoulders and horizontally, to retrieve and store supplies, materials and equipment and perform mechanical duties; lift and carry objects weighing up to 50 lbs.; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment.

Education and Experience:

Experience: One (1) year work experience providing full services to fleet vehicles including cars, trucks, motor homes, buses, delivery vehicles, and other motorized machinery

Education: Completion of vocational training in basic automotive mechanics from any community college, adult education or similar setting.

Equivalency: A combination of education and experience equivalent to completion of vocational training in basic automotive mechanics and one (1) year work experience providing full services to fleet vehicles including cars, trucks, motor homes, buses, delivery vehicles, and other motorized machinery

Required Testing

N/A

Certificates, Licenses, Credentials

A valid CA Class C driver's license

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 046

Personnel Commission Approved: October 2, 1987

Revised: 02/1997; 09/2020