

Automotive Service Worker

Definition:

Under supervision, to perform routine and periodic unskilled preventative maintenance routines; to wash, service and lubricate automobiles and other motorized equipment; and to do related work as required.

Incumbents perform unskilled and semi-skilled tasks related to the servicing and maintenance of automobiles, light trucks and other motorized equipment.

Essential Functions:

- Washes, waxes, and steam cleans exteriors of automotive equipment.
- Vacuums, dusts and cleans interiors of cars and light trucks.
- Supplies automotive equipment with oil, water, air and fuel and keeps records of quantities used.
- Changes oil; removes and replaces air and oil filters.
- Assists in lubricating automobiles.
- Replaces worn items such as windshield wipers, light bulbs, and fan belts.
- Changes tires.
- Steam cleans automotive equipment.
- Performs janitorial duties.
- Performs errands.
- Answers telephone and takes messages.
- Assists in dispatching equipment.
- May supervise inmate and work-release personnel.
- Performs other job-related duties as required.

Employment Standards:

Minimum Qualifications:

High School Diploma, G.E.D. or equivalent; knowledge of the methods, tools, and materials used in servicing automotive equipment; knowledge of common cleaning methods; ability to keep simple records; ability to follow simple oral and written instructions; ability to work effectively with others.

Possession of a valid Class C California Driver's license is required prior to appointment.

Knowledge of: safety practices and procedures of an automotive filling station; ability to perform heavy manual labor; ability to operate a variety of automotive services equipment.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.