

CLASS TITLE: AUTOMOTIVE SERVICER

PURPOSE OF THE CLASSIFICATION: Under general supervision performs heavy and semi skilled maintenance work on light and heavy automotive equipment and other related assigned duties.

ESSENTIAL TASKS:

- Performs semiskilled mechanical work in the repair and servicing of automotive and mechanical equipment
- Changes oil, filters, batteries, light bulbs, belts, hoses, blades and brakes
- Services and repairs air compressors and generators
- Mounts, balances, repairs and installs a wide range of size and type tires
- Performs preventive maintenance checks and documents findings with appropriate detail
- Develop repair estimates based on inspections performed
- Diagnoses minor electrical equipment and engine problems
- Assists Automotive Mechanics in repair operations
- Operates wreckers in towing equipment and provides service in the field
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED), and one (1) year of automotive servicing experience or one (1) year servicing heavy equipment; experience performing high volume tire repair work preferred; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step pay increase following the successful completion of ASE Auto Maintenance and Light Repair Certification Test (G1) OR ASE Preventive Maintenance Inspection (T8). Failure to maintain certifications from which a pay step increase resulted will result in loss of pay step.

Knowledge, Abilities, and Skills: Good knowledge of the operation and servicing requirements of light and heavy automotive equipment; and good knowledge of appropriate safety requirements of the work performed. Ability to understand and follow verbal instructions and read and follow written instructions; ability to perform duties requiring good physical condition; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the operation and maintenance of light and heavy automotive equipment; skill in the proper use of journeyman level tools; and the skill in assessing, changing and repairing a high volume of tires following industry approved standards and methods.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifting up to 50 pounds, with occasional lifting up to 60 pounds or more; occasional carrying up to 60 pounds; occasional pushing up to 50 pounds; occasional pulling up to 60 pounds or more; frequent reaching, balancing, kneeling, bending, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: May be required to obtain a valid Oklahoma Class "A" Commercial Driver's License (CDL).

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, rough terrains, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, insect bites, toxic fumes/vapors/odors, compressed gases, and oily surfaces.

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Class Code: 8527

EEO Code: N-07

Pay Grade: LT-14

Group: Labor and Trades

Series: Unskilled and Semiskilled Labor

Effective date: September 26, 2016