

VEHICLE AND EQUIPMENT SERVICE WORKER

JOB SUMMARY

Under the supervision of the Director of Transportation and the guidance and direction of the Lead Vehicle and Equipment Mechanic, a Vehicle and Equipment Service Worker lubricates and services buses, automobiles and other motorized equipment; performing light vehicle repair duties; drives district vehicles as required to test, move or pick up or deliver parts.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Vehicle and Equipment Service Worker may perform any combination of the following:

- Checks fluid levels, tire pressures and accessory items (e.g. batteries, light bulbs, fuses, fan belts, wiper blades).
- Repairs/overhauls equipment vehicles, tires, upholstery, coach body and interior.
- Replaces parts, components, systems, seats, steps, flooring, body panels.
- Adjusts parts, components, systems, seats, steps, flooring, body, panels.
- Assists mechanics, under their direction and instruction with pulling and cleaning engines and other automotive equipment and parts, and performing light repair work on carburetors, brakes and other mechanical systems.
- Maintains the cleanliness of the shop and ensures that all district provided tools and equipment are cleaned after use and stored in appropriate locations.
- Performs safety checks and preventative maintenance (e.g. lubrication, oil/filter changes, "3000 mile/45-day inspection", etc.).
- Documents work activity in accordance with department protocols and compliance mandates.
- Performs road tests of vehicles or equipment
- Attends safety meetings, in-service meetings and trainings.
- Delivers parts from suppliers to the Transportation Department garage.
- Makes road calls to make needed repairs or determine if vehicle needs to be towed.
- Assists mechanics and/or service workers as needed.
- Assists in the performance of other related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Vehicle and equipment maintenance and repair procedures
- Methods, practices, techniques, equipment, tools and materials used in vehicle and equipment maintenance and repair
- Operation of tools and equipment used in vehicle maintenance and repair
- Applicable safety practices
- Hazardous waste handling, storing and disposing
- Basic record keeping practices and techniques
- Electronic communication systems (e.g. email, safety information, record keeping)

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ABILITY TO:

- Maintain and repair District vehicles and equipment
- Safely operate tools and equipment used in the course of performing assigned work duties.
- Quickly learn the provisions of the California State Motor Vehicle Code and the Education Code applicable to the operation of vehicles transporting students.
- Receive direction; work under limited supervision; meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Recognize and report problems and safety concerns.
- Communicate effectively orally and in writing.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.
- Use applicable technology required in the course of performing work duties (e.g. email, online information systems).

EDUCATION AND EXPERIENCE

High School diploma or equivalent. One year of job related experience is required.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics:

The **Vehicle and Equipment Service Worker** performs a variety of semi-skilled automotive maintenance duties lubricating, servicing and performing light repairs on buses, automobiles and other motorized equipment. Supervision is general on routine assignments and close on new and special assignments and oversight may be received from the Mechanic or from the Lead Vehicle and Equipment Mechanic.

Differentiation between Vehicle and Equipment Service Worker and positions above and below are distinguished as follows:

The **Vehicle and Equipment Mechanic** is a journey-level class responsible for determining and making needed repairs, adjustments and/or replacements for a variety of diesel and gasoline vehicles and equipment.

There are no related classifications below Vehicle and Equipment Service Worker.

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

CERTIFICATES

Within six months of employment, must obtain a valid California Commercial Class A or B driver's license with "P" endorsement. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice Program. The District will receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against the employee's driving privilege during employment.

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CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (45 minutes up to 3 hours)

Occasionally/Frequently = 34-66% (45 minutes up to 6 hours)

Frequently = 50-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Occasionally	walking, climbing/balancing, lift or carry up to 50 lbs. at waist height and up to 50 ft., with or without assistance
Occasionally/Frequently	sitting, standing, stooping/bending, squatting/crouching, kneeling, twisting back, neck flexation/rotation, lifting up to 10 lbs. at waist height
Frequently	pushing/pulling, fingering/fine manipulation, handling/simple grasping, power/firm grasping, reach above, at, or below shoulder, hand and foot controls

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with others and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Test drive vehicles, work near hazardous equipment and machinery, walk on uneven ground, work at heights, exposure to dust, gas, fumes, noise (required to wear ear protection), vibration, extremes in temperature or humidity, high pressure steam in an enclosed area, aerosols and chemicals.