

## VEHICLE/EQUIPMENT SERVICE WORKER

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Transportation and the day-to-day supervision of the Vehicle/Equipment Supervisor, the job of Vehicle/Equipment Service Worker is done for the purposes of, lubricating and servicing buses, automobiles and other motorized equipment; performing light vehicle repair duties; driving a school bus as required.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Vehicle/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 Mechanic Lead. This class differs from the Vehicle/Equipment Mechanic which 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.

### ESSENTIAL FUNCTIONS

- Checks fluid levels, tire pressures and accessory items (e.g. batteries, light bulbs, fuses, fan belts, wiper blades, etc.) for the purpose of identifying possible leaks and needed repairs, adjustments or replacements to maintain vehicles in good working order.
- Repairs/overhauls equipment vehicles, tires, upholstery, coach body and interior for the purpose of ensuring the fitness of all vehicles.
- Replaces parts, components, systems, seats, steps, flooring, body panels for the purpose of ensuring the fitness of all vehicles.
- Adjusts parts, components, systems, seats, steps, flooring, body, panels for the purpose of fitness of all vehicles.
- Assists mechanics, under their direction and instruction for the purpose of pulling and cleaning engines and other automotive equipment and parts, and performing light repair work on carburetors, brakes and other mechanical systems.
- Maintains shop area, shop personnel, tools/equipment for the purpose of providing usable tools, equipment and work areas.
- Performs safety checks and preventative maintenance (e.g. lubrication, oil/filter changes, "3000 miile/45-day inspection", etc.) for the purpose of maintaining a preventative maintenance program to avoid part failure and system malfunctions.
- Documents work activity for the purpose of ensuring quality control and audit trail.
- Drives vehicles, equipment, within maintenance yard for the purpose of ensuring safety and proper

functioning of vehicles.

- Attends safety meetings, in-service meetings for the purpose of ensuring the job is done in a safe manner.
- Delivers parts from suppliers to the Transportation Department garage for the purpose of making repairs and/or replacing stocked items.
- Makes road calls for the purpose of providing needed repairs or determining if vehicle needs to be towed.
- Assists mechanics and/or service workers as needed for the purpose of completing difficult tasks and responding to co-workers requests.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **SKILLS, KNOWLEDGE AND ABILITIES**

**SKILLS** are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in vehicle maintenance and repair; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of maintaining vehicles/heavy equipment; methods of storage and removal of hazardous materials; provisions of the California State Motor Vehicle Code and the Education Code applicable to the operation of vehicles transporting students; and safety practices and procedures.

**ABILITY** is required to schedule activities and/or meetings; collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with constant and sustained interruptions.

#### **RESPONSIBILITY**

Responsibilities include: working under limited supervision following standardized practices and/or

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methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 10% walking and 50% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

### **EXPERIENCE**

Job related experience is required.

### **EDUCATION**

High School diploma or equivalent.

### **REQUIRED TESTING**

Pre-employment Proficiency Test

### **CERTIFICATES**

Valid California Class B or A driver's license.

### **CONTINUING EDUCATION/TRAINING**

None Specified

### **CLEARANCES**

Criminal Justice Fingerprint/Background Clearance; TB Clearance