

## **AUTOMOTIVE SERVICEMAN**

### **GENERAL RESPONSIBILITIES**

Perform intermediate semiskilled work assisting with the maintenance of the school division's vehicular fleet and grounds maintenance automotive equipment; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Check tires and tubes; change oil; dispense fuel; lubricate equipment.
- Check, repair, and change vehicle tubes and tires in the field and at the garage; make road calls.
- Check and change automotive oil, transmission fluid, brake fluid, coolant levels, etc..
- Lubricate and grease vehicular fleet and ground maintenance equipment.
- Break down old tires and put new tires on rims.
- Dispense vehicle fuels; spin balances tires.
- Clean, polish and service vehicles.
- Complete required forms and reports in an accurate and timely manner.
- Request assistance and direction when needed.
- Perform related work as required.

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

Some knowledge of the methods, tools and equipment used in the repair of automotive and grounds maintenance equipment; some knowledge of and some skill in the use and operation of shop tools and machinery; ability to adapt available tools and repair parts to simple repair problems; ability to follow oral and written instructions accurately; ability to establish and maintain effective working relationships with associates.

### **EDUCATION AND EXPERIENCE**

High school graduate or GED.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift articles up to 50 lbs.

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

**SPECIAL REQUIREMENTS**

Possession of a valid Virginia Commercial Driver's License within 90 days.

FLSA status: Non-exempt	Description: Rev. 6/00
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