



JOB DESCRIPTION

Vehicle Service Worker

Date Prepared: March, 2020

SUMMARY: Under basic supervision, performs semi-skilled repair of a variety of City's vehicles and equipment; refuels, inspects, lubricates, and mounts/dismounts tires; performs related duties, as assigned.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Lubricate vehicles and equipment.
- Repair tires, refuel vehicles, and pick-up replacement components.
- Update fleet records.
- Steam-clean engines.
- Wash and detail vehicles and equipment.
- Pick-up and deliver vehicles and equipment.
- Maintain cleanliness of shop equipment and work area.
- Operate City vehicles and equipment in a safe and efficient manner.
- Utilize computer software programs competently.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND one year of experience in a general motor vehicle and equipment repair.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Ability to obtain a Class "B" Commercial driver's license within 12 months of employment (License requirement will be determined by the Fleet Supervisor).

Knowledge of:

- Practices and procedures utilized in vehicle and equipment inspection and repair.
- Techniques, materials, methods, tools, and equipment.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Making minor repairs to vehicle and equipment.
- Reading and interpreting laws, codes, safety orders and repair manuals.
- Performing all tasks in accordance with applicable federal and state safety standards.
- Maintaining time and maintenance records for completed work.
- Assisting in making emergency field repairs to equipment and vehicles.
- Handling multiple priorities.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Apply safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors and dust. Physical demands require bending, stooping and frequent heavy lifting of moderately heavy objects weighing up to 100 pounds. Must hold up tools or vehicle parts while lying on back underneath a vehicle; push, pull, bend, twist, lean forward and sideways; stretch, reach into and under; climb up and/or crawl under equipment when carrying tools; maintain balance while on a ladder, vehicle bumper or walking and climbing over equipment that may be slippery; hold parts steady; thread nuts underneath equipment without a clear view. Incumbent must be able to see and hear in a normal range with or without correction; must be able to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head Approval

Date

Personnel Officer Approval

Date