

AUTOMOBILE SERVICE ATTENDANT

KIND OF WORK

Service and maintenance of automobile equipment.

NATURE AND PURPOSE

Under immediate supervision, an employee in this class performs service and maintenance work on automotive equipment, including filling with gas, lubrication, washing equipment, and making minor repairs or adjustments to parts and accessories. Performs related work as required.

This class differs from the Automotive Technician in the level of work performed, as the Automotive Service Attendant does not perform technical repair work on a regular basis.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Service vehicles and equipment to ensure that equipment is mechanically sound, is available upon request, and meets all state and federal safety guidelines by changing oil; lubricating mechanical parts; making tire repairs and changes; washing cars and trucks; tightening belts as needed; testing, recharging, and replacing batteries; making minor emergency adjustments; replacing accessories; keeping records of services performed; checking and testing safety features on a regular basis; making repairs to safety equipment.

Report needed repairs to supervisor so that repairs are promptly completed and equipment is in good operating condition by checking for oil leaks; checking exhaust systems for malfunction; checking wheel alignment; reporting repair needs to supervisor or person responsible for repairs.

Pick up automotive parts and supplies so that supplies are available as needed by picking up parts ordered; checking with shop supervisor for any problems with orders; delivering parts as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Servicing techniques sufficient to clean, replace, lubricate, or adjust automotive equipment and/or parts.

Tools and equipment sufficient to carry out service work as instructed.

Ability to:

Understand oral directions sufficient to carry out verbal assignments in a safe and efficient manner.

Keep records sufficient to record usage of fuel and lubrication materials.

Safety practices and procedures sufficient to prevent accidents and injuries while performing work in the shop.

LEGAL OR LICENSURE REQUIREMENTS (these must be met by all employees prior to beginning work in the class)

Possession of a valid Class B Drivers License in the State of Minnesota.

Est.: 6/9/41
Rev.: 4/19/72, 6/79, 9/91
Ckd.: 3/81

TC: 6/10/59, 4/19/72
Former Title(s): Auto Serviceman