

CITY OF REDWOOD CITY EQUIPMENT SERVICE WORKER

DEFINITION

To perform semi-skilled work in servicing automotive and other equipment and assist equipment mechanics in more complex repair and maintenance work.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by higher-level equipment maintenance personnel.

Technical or functional supervision may also be provided by higher-level equipment maintenance personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Grease and lubricate automobiles, trucks and heavy automotive equipment; service batteries and other parts.

Perform comprehensive safety inspections on vehicles and equipment. Perform routine repair work and report safety and other repair needs to Equipment Operations Leader.

Change and repair tires. Install and service batteries, spark plugs, light bulbs, fan belts and other simple mechanical parts.

Service automotive equipment with proper lubricants. Keep records of amounts used.

Perform service calls. Make temporary repairs, pickup and deliver vehicles to outside garages, pick up parts and road test vehicles to ensure proper operation.

Clean vehicles and equipment.

Maintain shop cleanliness.

Assist with new vehicle set-up and processing.

Assist with preparing vehicles for surplus.

Assist other mechanics in the performance of mechanical repairs as required.

Perform related duties as assigned.

**CITY OF REDWOOD CITY
EQUIPMENT SERVICE WORKER (*Continued*)**

QUALIFICATIONS

Knowledge of:

Lubricating systems and oils, greases and attachments used in lubricating automotive and related equipment.

Basic components of automotive equipment.

Occupational hazards and standard safety precautions necessary in the work.

Tools, equipment and procedures used in the proper servicing of automotive equipment.

Ability to:

Understand and carry out oral and written instructions.

Establish and maintain cooperative working relationships with others.

Perform routine computer data entry on daily work performed, and use computer to retrieve records regarding previous repairs.

Physical Characteristics:

Must be able to lift heavy objects.

Perform manual labor and be in sufficiently good health to perform job duties.

Experience and Education:

To qualify for this class an individual must possess any combination of experience and education that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in automotive servicing work.

Licenses or Certificates:

Possession of a valid California Driver's License at the appropriate level as required by the State of California to perform the essential job functions of the position.

Effective Date: June, 1999

Bargaining Group: Service Employees' International Union - Local 715