DEFINITION

Under supervision, performs servicing and lubrication tasks on automotive and diesel equipment; performs basic field repairs on equipment related to servicing and preventive maintenance functions; and performs related work as required. Directly assists the Chief Officer in Charge with the inventories for materials and tools as well as delivering/picking up supplies; and performs related work as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

Six months of full-time paid experience in performing servicing, preventive maintenance, and vehicle and equipment inspection work on automotive or diesel equipment; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid Class “A” Commercial Driver's License with an endorsement for hazardous materials must be obtained within six (6) months of hire.

Employees with CDL’s in this class are subject to drug and alcohol testing under the following conditions: reasonable cause, post-accident, random, return to duty and follow-up.

SUPERVISION EXERCISED

N/A

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Perform servicing of gasoline and diesel powered vehicles and equipment including: lubrication, changing oil, changing air and oil filters, and checking and adding fluids, including windshield washer, transmission, cooling system, brakes, and differential.

Perform fueling and transporting of vehicles.

Inspect and change tires, rotate tires, and repair and balance tires.

Check lighting systems and replace bulbs when necessary.

Steam clean and wash vehicles and equipment.

Perform general housekeeping duties in the shop.

Receive, generate, and sign requisitions for materials, parts, supplies, and tools; obtain requested item(s) or appropriate substitute from stock on hand or through special order.

Deliver requisitioned materials to various sites and pick up special and/or rush orders from local vendors, as necessary.
Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Work policies and procedures of the department and work unit where assigned.

**Ability to:**
Perform a variety of servicing, lubrication, and preventative maintenance inspections on gasoline and diesel vehicles and equipment serviced by the Washoe County Maintenance Shop.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
General tools, equipment, and methods used in servicing, preventative maintenance, and vehicle and equipment inspection work.

Standard lubricants and oils used in vehicle and equipment servicing work.

Safe work practices.

**Ability to:**
Read and write.

Understand and follow specific oral instructions.

Maintain routine maintenance records.

Get along with fellow employees.

Perform assigned duties in a safe manner that does not expose the worker or others to unnecessary risk or injury.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 75 lbs. Ability to perform sustained and vigorous activities in a variety of environments, temperatures, and weather conditions. Exposure to grease, oils, and lubricants.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*