

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>AUTO SERVICES TECHNICIAN</b>
<b>DEPARTMENT:</b>	<b>GARAGE</b>
<b>REPORTS TO:</b>	<b>GARAGE MANAGER</b>

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<b>CLASS CODE: 3023</b>
<b>FLSA STATUS: N</b>
<b>DATE: 01/00</b>

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Under general supervision, performs routine service on automotive and related equipment. Incumbents in this class perform routine and skilled maintenance and repair duties in a training capacity.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Performs routine servicing of County automobiles including: changing oil, greasing, and lubricating.

Prepares and refuels automobiles for long and short term use.

Performs Valet service for County automobiles.

Inspects and repairs tires, motor belts, automotive lights, and windshield wipers.

Performs routine safety checks on automobiles and related equipment.

Performs maintenance and janitorial services in the shop and service area.

Maintains records relating to work load.

Assists automotive mechanics with minor repairs and maintenance of vehicles and equipment.

Monitors and assists in scheduling of vehicles for service.

Performs re-stocking and minor inventory control of parts and supplies in the service area.

Provides back up information to mechanics on vehicle and service problems and requests.

Performs brake service on County vehicles, including turning drums and rotors.

Performs front-end alignments.

Answers the telephone by responding directly to calls or routing to appropriate person.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Gasboy Cardlock System  
Tire Machines

Above Ground Lift  
Impact Wrench

Lube Reels

Vehicles

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

High School diploma or GED; and,

One to two years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Licenses and Certifications:**

Valid State Driver's License

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

### **Knowledge of:**

Non-mechanical service and lubricating procedures and methods.

Basic mechanical parts of automotive equipment.

Recordkeeping, report preparation, filing methods and records management techniques.

Basic inventory control techniques.

### **Skill in:**

Maintaining and performing minor repairs on vehicles.

Preparing routine reports.

### **Mental and Physical Abilities:**

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or bend, speak and hear, and lift and/or move up to 50 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

### **Working Conditions:**

While performing the essential functions of this position the employee is frequently exposed to extreme heat, work near moving mechanical parts, outdoor weather conditions, wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, toxic or caustic chemicals, and risk of electrical shock.

The incumbent's working conditions are typically loud.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.