



**RUSSELL WILLIAMS**  
Director

Original posting date 09/22/2020

## **JOB ANNOUNCEMENT**

### **CLASSIFICATION TITLE OF THE JOB: Part Time Temporary Vehicles Services Worker**

#### **Job Description**

**Hours:** Up to 18 hours/week

**Position:** Part time, Temporary Employee, no benefits

**Wage:** \$12-14.50/hour DOE

**Work Locations:** Downtown Albany

**Classification Category:** This is a temporary, non-classified (non-Union) position

**Classification Number:** NA

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Daily – Inspect vehicles for cleanliness, vandalism, fluid leaks, low or flat tires; respond to Maintenance Requests and schedule appropriate maintenance; conduct minor vehicle repairs such as replacing headlights, bulbs and batteries; handle accident issues by acquiring bids for auto body work
2. Weekly – Document and provide maintenance expenses to supervisor and keep maintenance expenses within budgeted levels
3. Monthly - Conduct vehicle inspections and schedule oil changes and tire rotations; provide vehicle mileages on numerous vehicles
4. Annually and Seasonally– check and fill fluid levels and change windshield wipers; schedule studded tires installed; assist with the disposal and purchasing of vehicles
5. Work is performed outside in all weather conditions and is physically demanding. Some duties may require standing for long periods of time. Requirements include the ability to see, speak and hear; sit, stand, walk; bend, stoop and kneel; push and pull; use hands to handle or operate objects, tools or controls; reach with hands and arms. The work requires the ability to lift or move sixty (60) pounds. Work is performed in an environment that involves everyday risks or discomforts requiring safety precautions.
6. Develop and maintain effective, harmonious and reasonable work relationships with others
7. Maintain regular and predictable work attendance and other duties as assigned

#### **QUALIFICATIONS:**

This individual must possess the capability to perform the duties listed above to be considered for this position. The duties are essential function requiring the critical skills and expertise needed to meet job objectives. Graduation from a senior high school and one year of experience working as a Vehicle Service Worker or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record.

#### **CLOSING DATE:**

Position is open until filled.

**HOW TO APPLY:** Submit a completed Linn County Employment Application Form, along with a resume and cover letter, to Director Russ Williams, Linn County General Services, 330 SW 3<sup>rd</sup>. Ave, Albany, Oregon 97321. Application forms may be obtained, along with the job classification, at the Linn County Web Page at [http:// www.co.linn.or.us](http://www.co.linn.or.us) or by calling (541) 967-3825. Application forms can also be obtained at the Oregon Employment Division in Albany.

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