

# **LINN COUNTY CLASSIFICATION**

**TITLE: VEHICLE SERVICE WORKER**  
**NUMBER: 804**  
**PAY RANGE: 07**  
**CATEGORY: OPEU**

**APPROVAL ORDER**  
**NUMBER: 2000-015**  
**DATE: January 26, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform manual and semi-skilled work on Motor Pool vehicles. Work is performed within established department policy and procedures, accepted repair procedures and equipment manuals. The employee uses judgement and experience to determine and implement procedures and to apply and interpret departmental policies. The employee uses initiative, judgement and experience to interpret and choose between alternative guidelines. Work involves responsibility for cleaning and servicing automotive equipment, including fueling, lubricating and making minor repairs.

SUPERVISION RECEIVED: Works under the direction of the General Services Director who provides general instruction of policy changes and sets overall priorities for completion of work. Employee works independently and resolves questions or problems on the basis of past precedents and interpretation of policy or procedural guidelines. Work is reviewed to insure determinations and decisions made are in accordance with department policies and procedures.

SUPERVISION EXERCISED: Supervision is not a responsibility of positions in this classification.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform light vehicle maintenance, replace minor parts such as headlights, windshield wipers, bulbs, fuses, batteries and gas caps. Check tires for wear and pressure.
2. Assume responsibility for general upkeep of vehicle including washing, waxing, vacuuming and interior cleanliness.
3. Develop and maintain effective, harmonious and reasonable work relationships with others.
4. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

5. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of standard practices, equipment and tools used to perform minor vehicle maintenance and repairs. Knowledge of greasing and lubricating procedures; knowledge of less complicated mechanical parts and accessories.

Skill in the use and care of tools and equipment and servicing vehicles.

Ability to diagnose electrical and mechanical failures and to take necessary corrective action; maintain accurate records; meet and deal courteously and effectively with other employees, department heads, outside agency personnel and the public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school and one year of experience working as a Vehicle Serviceworker or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Must have or be able to obtain a valid motor vehicle operator's license and possess an acceptable driving record at the time of appointment

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed outside in all kinds of weather and is physically demanding. Some duties may require standing for long periods of time. Requirements include the ability to see, talk and hear; sit, stand and 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.