

CLASS SPECIFICATION FOR
Automotive Service Worker I

GENERAL STATEMENT OF DUTIES: Performs semi-skilled work in servicing automotive equipment, in operating a vehicle to obtain needed parts, or assisting in a variety of routine tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs semi-skilled routine work in servicing automotive equipment, repairing automobile tires, operating vehicles, or assisting in performing a variety of duties. An employee works under direct supervision after receiving oral or written instructions as to the nature of the job.

EXAMPLES OF WORK (illustrative only):

- Services cars, trucks and other highway automotive equipment with fuel, oil and grease;
- Removes, repairs, inflates, balances and replaces tires on cars in the garage or in the field;
- Operates a small truck for road calls to repair and replace tires;
- Checks and cleans radiators and adds water or anti-freeze when necessary;
- Checks batteries and adds water when necessary;
- Washes vehicles and steam-cleans engines;
- Operates vehicles and acts as parts runner by making trips to local suppliers for parts;
- Performs routine tasks in the parts room;
- Keeps work area and grounds clean;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the less complex parts of automotive equipment; some knowledge of the basic mechanical operation of gasoline-and diesel-powered equipment and of the equipment and supplies used to service them; ability to understand and follow written and oral directions; skill in repairing tires and tubes and in servicing, lubricating, and otherwise maintaining automotive equipment; ability to properly care for and use tools, equipment and facilities; physical condition that permits such activities as heavy lifting, bending, driving and occasional work under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Completion of grade school and one (1) year of experience servicing automotive equipment; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.