

CLASS SPECIFICATION FOR  
**Automotive Service Worker II**

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**GENERAL STATEMENT OF DUTIES:** Performs semi-skilled work in servicing automotive equipment, acting as lead worker or alone or assists in performing a variety of repairs; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs semi-skilled tasks in servicing automotive equipment, repairing tires, mending or replacing upholstery and replacing window glass. An incumbent works under general supervision using some independent judgment as to ordering materials, type of materials to be used and priority of work after receiving oral instructions or written work orders as to the nature of the job. The difference between Automotive Service Worker I and Automotive Service Worker II is the II's higher level of skill and responsibility; and the Automotive Service Worker II acts as lead worker in lubrication operations. Work is performed under general supervision of a foreman or mechanic.

**EXAMPLES OF WORK** (illustrative only):

- Services cars, trucks, and other highway automotive equipment with fuel, oil and grease;
- Removes tires, changes patches, inflates, balances, and replaces tires on cars;
- 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 air in tires and adjusts pressure when necessary;
- Checks batteries and adds water when necessary;
- Washes vehicles and steam-cleans engines;
- Assists in ordering tires, oil, grease and other supplies;
- Keeps inventory of supplies and materials if required;
- Assists in mending or replacing upholstery;
- Cuts and fits glass for school buses and other vehicles;
- Maintains simple records;
- May perform minor testing, repair or maintenance on vehicles and assist mechanics;
- Keeps working 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 keep records and to maintain inventory; ability to understand and follow written and oral instructions; skill in repairing tires and tubes and in servicing, lubricating, and otherwise maintaining automotive equipment; knowledge of and the ability to take proper care of 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 the tenth grade 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.