

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: SEPTEMBER 26, 2013
REVISED: OCTOBER 21, 2013
CLOSING DATE: NOVEMBER 1, 2013

DEPARTMENT: Public Works Auto/Equipment
Maintenance

POSITION: Automotive Service Worker

LOCATION: Globe

JOB CODE: 13-105

ANNUAL SALARY: \$20,072.00-\$29,785.60 DOE

NATURE OF WORK

Performs routine services of automobiles, trucks, tractors, and other motorized construction equipment; may perform minor related mechanical repairs.

DUTIES AND RESPONSIBILITIES:

- Mounts and dismounts tires for repair or replacement on County cars, trucks, blades, loaders, trailers, and backhoes; repairs tires.
- Makes minor repairs, such as balancing wheels, changing spark plugs, replacing light bulbs and windshield wipers; charges batteries.
- Performs oil changes and minor tune-ups.
- Purchases tires for County vehicles and equipment.
- Tows vehicles to maintenance shop for repair as necessary.
- Performs mechanical inspections on vehicles scheduled for out of town travel.
- Cleans and details County fleet vehicles and heavy equipment; steam cleans engine compartments and chassis of all vehicles; vacuums, washes, and cleans vehicle glass.
- May perform a variety of janitorial duties including emptying trash cans, monitoring/refilling paper towel dispensers and water buckets, and cleaning maintenance shop restroom; assists with sweeping and mopping maintenance shop floor as required.
- Unloads freight trucks and/or local vendor vehicles; operates service truck to service/maintain vehicles and equipment in the field; operates forklift and hoist lifts.

WORKING ENVIRONMENT:

Work is performed in a maintenance shop environment and in the field; may be exposed to variable weather conditions when servicing vehicles and equipment in the field; exposure to gasoline, diesel, propane, motor oil, Freon, hazardous chemicals, and solid waste when working at landfill sites; standing, walking, bending, and lifting up to 50 pounds may be involved; must be able to crawl in, out, over and under vehicles and equipment.

DISTINGUISHING CHARACTERISTICS:

Automotive Service Worker is the entry level in the job family. As such employees at this level work under direct supervision and as experience is gained, there is greater independence of action within established guidelines.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and one year experience detailing and servicing vehicles/equipment; or equivalent combination of education, training and experience. A valid Arizona Class B Commercial Driver's License with Hazmat and Tanker Endorsements is required for the Senior level.

Continue on back of page.....

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: General vehicle maintenance principles and practices; equipment and tools used to maintain vehicles/equipment; various types of tires used on vehicles and equipment and tools used to repair tires.

Ability to: Perform a variety of routine maintenance of vehicles and equipment; perform general mechanical repairs to vehicles and equipment; operate maintenance/repair tools and equipment; maintain tools and equipment in safe working order; operate a service truck; keep accurate maintenance records; understand and follow verbal and written instructions.

Skills in: Servicing and maintaining County tires, vehicles and equipment.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.