

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: FEBRUARY 11, 2015
CLOSING DATE: FEBRUARY 24, 2015

DEPARTMENT: Public Works Auto/Equipment
Maintenance

POSITION: Automotive Service Worker

LOCATION: Globe

JOB CODE: 15-013

ANNUAL SALARY: \$21,543.00-\$22,943.00 DOE

PURPOSE OF THE JOB

The purpose of this job is to ensure safety of Gila County employees by properly maintaining county vehicles and trailers, performed in a safe, cost effective and environmentally responsible manner.

This position changes oil, filters and performs safety check on all Gila County vehicles on a regular schedule.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">• Checks and repairs brakes, shocks, fluid levels, exhaust, rebuild differentials, do tune ups, electrical repairs on an occasional basis; makes minor repairs, such as balancing wheels, changing spark plugs, replacing light bulbs and windshield wipers; charges batteries.	20%
<ul style="list-style-type: none">• Performs mechanical inspections on vehicles scheduled for out of town travel; performs oil changes and minor tune-ups; rotates, balances, and repairs tires on a regular schedule.	20%
<ul style="list-style-type: none">• Keeps an accurate record of works performed as well as vehicle parts ordered.	10%
<ul style="list-style-type: none">• Mounts and dismounts tires for repair or replacement on County cars, trucks, blades, loaders, trailers, and backhoes; repairs tires.	10%
<ul style="list-style-type: none">• Cleans and details County fleet vehicles and heavy equipment; steam cleans engine compartments and chassis of all vehicles; vacuums, washes, and cleans vehicle glass.	10%
<ul style="list-style-type: none">• Tows vehicles to maintenance shop for repair as necessary.	10%
<ul style="list-style-type: none">• 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.	20%
<ul style="list-style-type: none">• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

Communicates with other shop technicians to train, facilitate maintenance and repair of vehicles and equipment.

WRITTEN COMMUNICATION DUTIES

This position completes or edits work orders, work logs, maintenance records, internal memoranda and timesheets.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Sometimes (More than 10% but less than 25% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

One (1) year directly related experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Preferred Mechanical (e.g. machines & tools), mathematics.

SKILLS REQUIRED

Problem recognition, problem solving, troubleshooting, conducting tests, routine maintenance, operating heavy equipment, operating special gadget, multi-tasking.

ABILITIES REQUIRED

Solve problem sensibly and swiftly, recognize problems, focus, multi-task, follow orders.

PHYSICAL DEMANDS

- Regularly stands to perform custodian work.
- Occasionally sits to complete report.
- May be required to lift work related materials, equipment, tools, and/or gears up to 75 lbs.
- Requires dexterity for keyboard operation; requires dexterity for special gadgets; and special machines.
- Incumbents in this position may be required to regularly walk to and from work sites, bend, stoop, crawl, knee, and twist to complete tasks.

WORK ENVIRONMENT

This position routinely spends time in and around outside construction areas; constantly spends time in maintenance bay.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to physical danger, mechanical hazards, chemical hazards, electrical hazards, fire hazards, respiratory hazards, extreme temperature, noise and vibration, and wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

This position is required to constantly follow written safety procedures and manuals relevant to the division or department. Constantly requires safety foot wear; eye protection devices; and hard hat.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

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.