

COUNTY OF SOLANO
EQUIPMENT SERVICE ATTENDANT (SENIOR)

DEFINITION

Under direction, inspects, services, lubricates, and performs minor repairs to light and heavy equipment; schedules use of fleet vehicles and operates a small service station; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced level class performing routine servicing and some skilled mechanical repairs on light and heavy equipment and operating a small service station. Assistance is provided to users of County vehicles and equipment mechanics. Work is performed independently. This class is distinguished from that of Equipment Mechanic in that the latter performs all mechanical repairs and requires considerable technical and diagnostic expertise.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Fuels mobile equipment and checks fluid levels; mounts, rotates and repairs tires; changes oil, lubes vehicles, inspects brakes, inspects steering and suspension systems, checks tires and lighting systems.
2. Repacks wheel bearings or replaces as needed; removes and replaces shock absorbers, mufflers, catalytic converters, tail pipes and related clamps and hangers, radiators, water pumps, thermostats, clamps and hoses.
3. Installs warning beacons, headlights, taillights and minor electrical devices; installs and repairs tires on all types of passenger vehicles and equipment in the shop and in the field.
4. Picks up and delivers parts and makes service calls; washes and/or steam cleans autos and trucks; operates a tow and/or tire truck.
5. Schedules use of fleet vehicles and operates a small service station; may make some skilled repairs under direction of an equipment mechanic.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Considerable automotive service experience which included public contact and vehicle scheduling and which demonstrates possession of and competency in requisite knowledge and abilities.

QUALIFICATION GUIDELINES (Continued)

KNOWLEDGE/ABILITIES

Working knowledge of lubricating techniques and types, grades and uses of lubricants used in light and heavy equipment; safe working practices; types and sizes of tires and tubes and their servicing and repair; simple automotive maintenance.

Ability to spot minor problems and report them to the proper authorities for repair; keep work reports; drive mobile equipment in a safe manner; follow verbal and written directions; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; demonstrate tact and diplomacy; maintain accurate service records; recognize and respect limit of authority and responsibility; recognize and use small tools used in automotive servicing and repair; schedule and assign vehicles to users; work independently and operate a small automotive service station.

SPECIAL REQUIREMENTS

Possession of a valid Class III California driver's license is required.

SUPPLEMENTAL INFORMATION

Incumbents must be able to work around and in a noisy environment with fumes from automotive exhausts and solvents; perform heavy manual labor which may include lifting items up to 100 pounds; work in a variety of weather conditions.