

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Automotive Service Worker	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Fleet Maintenance	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	028 OSS
<b>ISSUED:</b>	April 25, 2007		

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**BASIC FUNCTION:**

Services tires for large buses, trucks, trailers and other vehicles; provide service assistance to a variety of automotive and other motorized equipment.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Replace or repair tires and vulcanizes tubes; demount, repair, mount and balance large bus, truck, trailer and equipment tires, and automotive/light truck tires. **E**

Clean and paint rims, maintain an up-to-date tire inventory; perform road call tire change-out. **E**

Check and clean or replace accessory equipment such as batteries, filters, fan belts, spark plugs, and windshield wipers. **E**

Carry out assigned programs of preventive maintenance. **E**

Make minor repairs and adjustments to powered mechanical equipment such as lawnmowers, scrubbing machines, and dishwashers. **E**

Perform garage, fuel island, vehicle washer and site cleanup and upkeep. **E**

Take readings on fuel pumps and keeps gas, oil, and lubrication records. **E**

Assist mechanics with vehicle service work as assigned.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to one year of diversified automotive servicing experience including large truck or bus tire maintenance experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license appropriate to the types of equipment road-tested or operated.

Successful completion of a district-provided driver's license training program within one year of selection.

Possession of a valid California driver's license with a Class A rating and passenger, air brakes, and tank endorsement within one year of selection.

Current California Bureau of Automotive Repair (BAR), Automotive Service Excellence (ASE) and Smog certifications desirable.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Reading and writing English communication skills.

Materials, tools, and methods used in tire service, accessory replacement, and servicing of automotive equipment.

Large air impact tools, powered tire changing machines and electronic tire and wheel balancers.

**ABILITY TO:**

Operate standard office equipment for inventory maintenance records.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Carry out verbal and written instructions and to follow procedures in automotive service and repair manuals.

**WORKING CONDITIONS:**

**ENVIRONMENT:** Garage setting with noisy conditions, driving on streets and highways in all weather conditions.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate assigned equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; driving a vehicle and lifting heavy objects.

**Note:** Employees possessing a California driver's license with a Class A or B rating will be subject to random selection for alcohol or controlled substance testing.

Job Code 8305

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