

**City of San Rafael  
Job Class Specification**

## **Job Title: Equipment Service Attendant**

### **SUMMARY**

Under general supervision, lubricates, services and inspects vehicles and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Changes tires and repairs flats. Balances wheels.
- Assists Mechanics with major repairs.
- Inspects, adds, and changes fluid levels in brake, steering, radiator and other systems.
- Changes engine, transmission, differential and power system lubricants.
- Inspects vehicles for operating condition and safety.
- Reports major problems to mechanics or supervisor.
- Changes gas, oil and air filters.
- Inspects and replaces hoses and belts.
- Removes and repacks bearings in grease.
- Inspects and adjusts brakes.
- Steam cleans engine and components.
- Maintains records and logs of servicing vehicles and equipment.
- Cleans and stocks shop and vehicle service areas.

### **KNOWLEDGE OF:**

- Automotive systems and components.
- Hand and power tools used in automotive service and repair.
- Tire changing and balancing equipment.
- Safe working practices.
- Simple inventory and record keeping techniques.

### **ABILITY TO:**

- Operate a variety of hand and power tools and hoists and jacks.
- Operate tire changing and balancing equipment.
- Perform simple auto service and repair and complete work orders.

### **EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent. Able to read and write in English.

### **LANGUAGE SKILLS:**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

### **MATHEMATICAL SKILLS:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid California drivers Class B license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions, outside weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

FLSA Status: Nonexempt  
Prepared By: Nash & Co.  
Prepared Date: November 2000  
Approved By:  
Approved Date: