

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISIONS APPROVED MARCH 2019**  
**RANGE: 39.5**  
**CLASSIFIED**  
**CODE: 3, 4, 7, 9**

### **AUTOMOTIVE SERVICE WORKER**

#### **DEFINITION**

Under general supervision, perform service-skilled work in servicing automotive vehicles, buses and equipment;

perform other related work as required.

#### **EXAMPLES OF DUTIES**

Change oil and lubricants for automobiles, trucks, buses and other automotive equipment;

service vehicles by filling with gasoline and checking and adding oil as needed, keep records of amounts used;

change and repair tires, install and service batteries, replace oil filters, air cleaners, mufflers, spark plugs, light bulbs, fan belts, and other mechanical parts;

clean automotive parts and steam clean motors;

assist Mechanic I and II's in the repair of automotive equipment;

perform weekly inspection of eye wash stations, fire extinguishers and do a walk through safety check;

complete interior and exterior automotive detailing tasks, such as washing, vacuuming, cleaning, polishing, and waxing;

pick up and deliver vehicles and parts;

complete maintenance/repair work as assigned;

perform service maintenance and minor repairs to bus wash, shop equipment and related duties as assigned.

#### **QUALIFICATIONS**

##### Knowledge of:

Lubricants, lubricating devices, tools and materials used in the servicing, maintenance and repair of automotive equipment;

safe working methods and procedures.

##### Ability to:

Perform semiskilled functions in the inspection, servicing, maintenance and repair of motorized equipment;

identify common automotive parts, materials, tools and supplies;

effectively use standard hand tools and equipment commonly utilized in the maintenance, repair and servicing of automotive equipment;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

lift 50 pounds;

climb ladders;

stoop, bend, kneel, squat, crawl and stand for long periods of time;

work with arms extended above the body;

work on equipment extended as much as ten (10) feet from the ground;

be available to work eight (8) hour shift which may begin at 5:00 a.m. or end at 12:00 a.m.;

see and hear sufficiently to safely perform the duties listed above.

Experience:

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

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in the maintenance and repair of automotive equipment.

License requirement:

Valid Class B with "P" endorsement, California Motor Vehicle Operator's License preferred.

Conditions of employment:

A preplacement medical assessment and substance abuse test, at office expense, is a condition of appointment after all other required job conditions have been met.

Must maintain proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

2/26/19

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