

Specification for Class of

EQUIPMENT SERVICE ATTENDANT

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Services motor vehicles in a departmental district shop or maintenance division service station, or in a motor pool shop.

Typical Work

Provides preventative maintenance service to all State government vehicles that come into the station or shop, including lubricating, changing oil and checking mufflers, body bolts, steering linkages, brake linkages, and similar mechanisms;

Refuels all types of equipment; checks oil level, fan belt, lights, water, battery water level, windshield wiper and washers and horns; washes windshield and side and rear view windows; checks tires for proper pressure and corrects if necessary;

Maintains a record of mileage to ensure that lubrication and oil changes are performed when due; notifies the major using agency of these requirements;

Repairs tires and tubes and mounts them;

Winterizes and dewaterizes vehicles;

Washes vehicles of normal road dirt and cleans the interior;

Maintains a record of fuel ordered and dispensed;

Orders motor vehicle fuel and supplies for the service station or shop and keeps a record of these transactions;

Keeps service station area clean;

Maintains good public relations and safety practices;

May act as relief radio operator or parts clerk; may assist the shop supervisor in keeping routine clerical records; may assist in the general maintenance of building and grounds;

Performs other work as required.

Minimum Qualifications

Eighteen years of age.

AND

One year of experience in a service station or automotive shop performing vehicle repairs or preventive maintenance work.

Satisfactory completion of automotive mechanic courses in a vocational/technical school or college may be substituted, year for year, for experience.

A valid driver's license is required and for selected positions, a Commercial Driver's License (CDL) with appropriate endorsements may be required within the first six months of employment.

NOTE:

Satisfactory physical condition as indicated by an agency approved physical examination is required in the Department of Transportation and may be required in other agencies.

Title change and general revision: 12-1-69

Revised minimum qualifications: 2-7-72

Title change (formerly Equipment Serviceman), and general revision: 9-7-73

Class code change (formerly 7201), and administrative change: 7-1-75

Revised definition: 2-26-76

Revised minimum qualifications: 4-15-83

Revised minimum qualifications: 10-13-89

Revised minimum qualifications: 3-15-91