

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Auto Service Worker

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|--|--|-----------------------------------|
| BAND | GRADE | SUBGRADE |
| A | 1 | 2 |
| DEPARTMENT: Garage and Transportation | ACCOUNTABLE TO: Fleet Maintenance Supervisor | FLSA STATUS: Non-exempt |
| CLASS SUMMARY: Incumbents are responsible for performing preventive maintenance on District equipment and vehicles; also responsible for shipping, receiving, stocking, issuing, and delivering materials, equipment, parts, and supplies. Duties include: performing fluid inspections, repairing seats and glass, fueling natural gas buses and other vehicles, picking up and delivering vehicles for emissions testing, inspecting and rotating tires, performing front-end alignments, performing inventory spot checks, cleaning the shop area, coding warehouse items for storage location, receiving and checking shipments; updating computer; performing inventory checks. | | |
| DISTINGUISHING CHARACTERISTICS: The Auto Service Worker is the first level in a four level auto and equipment mechanic series. The Auto Service Worker is distinguished from the Mechanic Technician in that the Auto Service Worker performs preventive maintenance duties. | | |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FRE-QUENCY | BAND/ GRADE |
|----------|--|------------|-------------|
| 1. | Fuels natural gas buses, trucks, cars, and vans. | Daily | A1 |
| 2. | Repairs seats, flooring, interior, lights, tires, and glass in all District vehicles to include detailing the vehicles. | Daily | A1 |
| 3. | Performs inventory spot checks on tires and supplies. | Daily | A1 |
| 4. | Cleans the shop area and maintains shop equipment. | Daily | A1 |
| 5. | Stocks warehouse to include checking for location, rotating stock, performing inventory checks, and coding warehouse items for storage location. | Daily | A1 |
| 6. | Receives and checks shipments to include unloading freight, checking for quantity, count, and damaged goods. | Daily | A1 |

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|----------|--|----------------|-------------|
| 7. | Processes purchase orders and paper work for incoming materials to include inputting the information into the computer, and ensuring that labor costs are entered correctly. Process Transportation repair orders. | Daily | A1 |
| 8. | Performs fluid inspections of all District vehicles to ensure the correct levels. | Weekly | A1 |
| 9. | Inspects and rotates tires and performs front-end alignments by using tire mounting and balancing equipment. | Weekly | A1 |
| 10. | Picks up and delivers vehicles for emissions testing and to dealerships. | Weekly | A1 |
| 11. | Serves as a backup bus driver and provides assistance to mechanics in the parts department. | Weekly | A1 |
| 12. | Performs preventative maintenance to bus interior and tires to include maintaining monthly inspection logs. | Monthly | A1 |
| 13. | Performs other duties of a similar nature or level. | As Required | N/B |

Knowledge (position requirements at entry):

Knowledge of:

- Diesel and gasoline engines;
- Basic safety standards;
- Inventory procedures;
- Working systems on a school bus.

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Skills (position requirements at entry):

Skill in:

- Keeping records;
- Using computer and related software;
- Entering data into computer;
- Operating heavy equipment;
- Performing front end alignment;
- Driving a bus;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and two years preventive maintenance experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Arizona Commercial Driver's License with passenger endorsement.

Physical Requirements:

Positions in this class typically require: climbing, stooping, kneeling, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Date: 2/00

Revised 03/03