

GARAGE ATTENDANT

DEFINITION

Performs simple manual tasks involved in the care and upkeep of a garage and automotive equipment.

TYPICAL DUTIES

Cleans and washes automobiles, trucks, and other automotive equipment.
Steam cleans automotive components.
Refuels automotive equipment, adds oil, water, and air.
Changes and repairs tires and tubes.
Maintains a garage and premises in a clean and orderly condition.
Moves and parks automotive equipment.
Performs paint preparation duties that include machine sanding.
Assists in making minor repairs to automotive equipment.
Assists in lubricating automotive equipment.
Assists a mechanic in lifting and handling heavy automotive components.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Garage Attendant fuels; and washes automotive equipment and performs other manual tasks in a garage or parking area.

A Garage Assistant services and makes minor repairs to automotive equipment.

A Garage Supervisor is responsible for the operation of a garage, which includes the supervision of repair, maintenance, and servicing of a variety of automotive and related equipment.

SUPERVISION

General supervision is received from an Assistant Garage Supervisor or a Garage Supervisor. Work direction may be received from an Automotive Mechanic or a Garage Assistant. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Common automotive equipment and parts
Methods for washing vehicles properly
Safety practices applied in using garage equipment
Practices, procedures, materials, machines, and tools used in a garage

Ability to:

- Operate a steam cleaner and power sander
- Repair flat tires
- Operate cars, buses, trucks, and automotive equipment
- Access standard District computer software applications, including e-mail and required online trainings
- Work effectively with other employees

Special Physical Requirement:

- Safely lift and carry items weighing at least 50 pounds
- Manual dexterity to operate automotive tools

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or evidence of equivalent educational proficiency.

Special:

- A valid California Driver License.
- A valid Class B California Driver License will be required prior to the completion of the probationary period.

SPECIAL NOTE

Effective January 1, 1995, all employees in this classification are subject to the Federal Highway Administration regulations for drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act of 1991.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JPK

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BM