

AUTOMOTIVE ATTENDANT I (Continued)

4. Conducts routine inspections of the supply and condition of servicing materials and related dispensing devices and equipment such as oil inventory, windshield washer solvent, wiping cloths or other items used in a particular operation at the facility/garage.
5. Routinely maintains standard records and simple inventory records for dispensing oils, fluids, lubricants or other materials involving services performed at the specific site; maintains precise and current records of all routine vehicle checkups, service charges and inventory; cleans work area, tools and equipment.
6. Maintains satisfactory working relationships with other employees and the users of the automotive equipment.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of eight years of elementary school.

May require a valid driver's license.

Knowledges, Skills and Abilities

Requires elementary knowledge of gas station attendant work.

Requires ability to check and replenish gas, oil and water in automotive equipment.

Requires ability to record charge transactions and keep simple inventory records.

Requires ability to maintain satisfactory working relationships with other employees and the users of the automotive equipment.

Requires ability to complete work in a timely and efficient manner.

AUTOMOTIVE ATTENDANT II

POSITION CODE: 03697

DISTINGUISHING FEATURES OF WORK:

Under general supervision, serves as the lead worker of a motor pool facility in behalf of the supervisor, regularly providing work guidance and leadership to other automotive attendants at the facility; or, as a major activity, performs the more difficult supportive tasks in the garage area, involving the use of tools, such as changing and repairing tires, and replacing worn or defective automotive parts; washes and polishes vehicles; positions allocated to this class may additionally perform some or all of the duties of the Automotive Attendant I classification.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as the designated lead over other Automotive Attendants at the facility, organizing and assigning work and overseeing the adequacy and delivery of services at the facility.
2. Regularly performs the more difficult attendant tasks in the garage area: changes worn or defective automotive parts using simple tools, including wipers, fan belts, headlight and tail lamps, radiator hoses; mounts, dismounts and repairs tires; washes, waxes and polishes vehicles.
3. Assists the supervisor with coordination and adequate maintenance of facility records for services performed at the site, and for the maintenance of supplies and associated inventory records, service charges, and vehicle checkups.
4. Additionally performs the range of routine servicing tasks, including checking and replenishment of oil, water and gas, tire pressure, and other tasks associated with activities at the fuel pumping station, and related work characteristic of the Automotive Attendant I.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

AUTOMOTIVE ATTENDANT II (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of eight years of elementary school and one year of experience related to routine automotive servicing and gas station attendant work.

May require a valid driver's license.

Knowledges, Skills and Abilities

Requires ability to provide work direction motivation and leadership to others, efficiently organizing work and monitoring its execution.

Requires working knowledge of gas station attendant work.

Requires ability to perform a range of tasks in the garage area involving simple changes of worn and defective parts using basic tools.

Requires ability to check and replenish gas, oil and water in automotive equipment.

Requires ability to record charge transactions and keep simple inventory records.

Requires ability to maintain satisfactory working relationships with other employees and the users of the automotive equipment.

Requires ability to complete work in a timely and efficient manner.