

CITY OF SALINAS

VEHICLE MAINTENANCE ASSISTANT

BARGAINING UNIT/CLASS CODE:

SEIU / K08

DEFINITION

To assist in the maintenance of Police Department vehicles and equipment; and to perform custodial duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned sworn or non-sworn management employee. Receives functional supervision from the Equipment Inventory Technician. Exercises no supervision.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Deliver and pick-up vehicles serviced or repaired by outside agencies. Assist in minor vehicle maintenance services including tire, belt, hose, headlamp and other part changes. Perform and assist in ordering and receiving routine vehicle parts and work supplies. Strip emergency equipment from old vehicles and install in new vehicles. Pick-up and deliver vehicle and equipment maintenance supplies. Perform storeroom and work area custodial duties. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical mobility and stamina to stand and walk for long periods of time, and to walk over uneven surfaces. Physical agility to push/pull, squat, twist, turn, bend, climb, stoop and reach overhead. Physical strength to lift up to 75 pounds, and up to 90 pounds with assistance. Manual dexterity sufficient to use hand and power tools. Hearing and speaking ability sufficient to converse over the telephone, two-way radio and in person often over the noise of machinery and traffic, to detect and describe noises in machinery. Vision sufficient to read fine printed materials on labels, manuals, diagrams, to work with color-coded wires with no color deficiencies, and to drive. Detect odors. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions

WORKING CONDITIONS

Willingness and ability to work outdoors in a service bay, and occasionally in emergency situations, work under adverse weather conditions such as at night, in heavy traffic, in heat, cold and rain; wear a uniform and appropriate safety equipment; and attend workshops and classes during work and non-work as required. Work in and around potentially hazardous materials including various petroleum products, grease, motor oil, brake fluid, antifreeze, and Freon.

QUALIFICATIONS

Knowledge of:

Basic methods, tools, and equipment used in servicing Police vehicles and equipment.

Ability to:

Perform minor maintenance service on vehicles and equipment. Understand and follow written and oral instructions. Maintain routine records. Establish and maintain effective working relationships with those contacted in the course of work.

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Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the twelfth grade; and one year of basic work experience involving the care and maintenance of automobiles.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 3-07