

CITY OF SALINAS

SENIOR VEHICLE MAINTENANCE ASSISTANT

BARGAINING UNIT/CLASS CODE:

SEIU / O19

DEFINITION

To assume responsibility for routine maintenance services and to perform minor maintenance services on Police Department vehicles and equipment; and to perform lead responsibilities within the unit including planning daily work assignments and providing instruction as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class of the Vehicle Maintenance Assistant series and is distinguished from the Vehicle Maintenance Assistant by having lead responsibility within the unit and by performing the more complex duties required by the series.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned sworn or non-sworn management employee. Exercises technical and functional supervision over volunteers and temporary staff.

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

Monitor vehicle mileage for service due; deliver vehicles to outside contractor for scheduled services including tune-ups. Deliver vehicles to outside contractor for mechanical repair; take estimates for body repair work and deliver vehicles to lowest bidder. Perform minor maintenance services including changing fan belts, radiator hoses and light bulbs and adjusting headlight aim; cycle radio batteries. Strip emergency equipment from old vehicles and install in new vehicles. Repair emergency equipment on vehicles including lightbar and electronic siren; locate and repair electrical shorts. Deliver and pick-up radios needing repair. Maintain records and schedules on all vehicles and prepare mileage report. Maintain stock of repair parts and order new tires; pick-up supplies at City store. Supervise and train assigned staff. 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.

**CITY OF SALINAS
SENIOR VEHICLE MAINTENANCE ASSISTANT (continued)**

QUALIFICATIONS

Knowledge of:

Basic methods, tools, and equipment used in servicing vehicles and equipment. Recordkeeping and scheduling procedures.

Ability to:

Schedule routine preventive maintenance and repair work on vehicles and equipment. Perform minor maintenance services on vehicles and equipment. Identify and recognize common mechanical and electrical problems. Understand and follow written and oral instructions. Establish and maintain cooperative relationships with those contacted in the course of work. Supervise and train assigned staff.

License or Certificate:

Possession of a valid California Class C Driver's License.

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 two years of basic work experience involving the care and maintenance of automobiles.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 7-97, REV: 4-99, REV: 2-07