



Vehicle Service Station Attendant

Public Works

PW/3

JOB SUMMARY

This position is responsible for the fueling and servicing of department vehicles and equipment.

MAJOR DUTIES

- Maintains gas inventory records for all city vehicles and equipment.
- Fuels vehicles and equipment.
- Services vehicles and equipment, including changing oil, adding fluids, and rotating tires.
- Responds to field breakdowns as needed.
- Maintains assigned tools and equipment.
- Completes required reports.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of departmental and city policies and procedures, including safety rules and regulations.
- Knowledge of vehicle and equipment maintenance and repair procedures.
- Skill in the use of assigned tools and equipment.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Public Works Director assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city and department rules and regulations and vehicle and equipment maintenance and repair manuals. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related duties in the fueling and maintenance of city vehicles and equipment. The necessity of maintaining safe working conditions contributes to the complexity of the work.
- The purpose of this position is to fuel and service city vehicles and equipment. Successful performance helps ensure the efficiency and effectiveness of city operations.

CONTACTS

- Contacts are typically with department personnel, other city employees, vendors, and the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in a shop and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, or vests.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.