



UMATILLA COUNTY POSITION DESCRIPTION

Department: *Public Works*
Position Title: *Service Center Attendant/Mechanic I*

Employee Name: _____

Effective Date: _____

Job Series:

Salary Range:

Union Covered: Yes

BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

The Service Center Operator will perform vehicle service and maintenance on County Public Works and Motor Pool Vehicles such as oil changes, lube jobs, tire changes/rotation, etc. This person will also be required to maintain appropriate records and reports on all work done to the vehicles.

SUPERVISORY RELATIONSHIPS

This position will report to and be supervised by the Shop Foreman or in their absence the Public Works Director or the Assistant Public Works Director.

PRINCIPAL DUTIES OF POSITION

1. Plan and organize the service facilities and those procedures that are necessary for the servicing of all vehicles assigned to the public works and County motor pool.
2. Perform various, routine and preventive mechanical maintenance such as brake replacement, tire rotation, wiper replacement, head light replacement, etc. on public works and motor pool vehicles.
3. Schedule activities associated with the tire shop, such as new tire changes, rotating tires, balance tires and the inventory of all tires.
4. Perform tire repair or changes in the field when necessary, have the ability and knowledge to change and repair heavy tires such as loaders, graders or any other heavy equipment in motor pool fleet.
5. Assist in main shop when needed.
6. Keep accurate records of all gas, diesel, oil, oil filters, air filters, etc. used in the Service Center associated with public works and motor pool fleets.
7. Fill out work orders for all work performed on various county departments vehicles for billing purposes.
8. Maintain a clean, safe work area at all times.
9. Establish and maintain a harmonious working relationship with other employees and the general public.

PRINCIPAL DUTIES OF POSITION cont.

10. Maintain a safe working environment keeping personal, public and employee safety as first priority.

OTHER DUTIES OF POSITION

Duties of this position shall also include such other duties and responsibilities as may be assigned by the Public Works Director, Assistant Public Works Director, or Shop Foreman.

REQUIREMENTS FOR POSITION

1. Must possess a high school diploma or equivalent. Previous on the job training or actual experience may be acceptable.
2. Must possess and maintain a current valid Oregon Commercial Driver's License. May be considered with possession of a current valid driver's license and must obtain a valid Oregon Commercial Driver's License within 12 months of employment.
3. Must have considerable knowledge in the methods used in the servicing a variety of vehicles including cars, trucks and heavy equipment.
4. Must have considerable knowledge with the tools and other equipment necessary to make tire repairs on the various pieces of county owned equipment and vehicles.
5. Must have ability to perform bookkeeping, accounting and inventory duties.
6. Must have good skills in written and verbal communications.
7. Must have the ability to perform strenuous tasks with or without necessary accommodation such as lifting up to 65 pounds and be able to withstand exposure to inclement weather conditions.
8. Must have the ability to follow written and oral instructions and act upon them accordingly.
9. Must have the ability to troubleshoot fuel systems and electrical systems on cars and light duty trucks.
10. Must have the ability to troubleshoot electrical and air systems on trucks and heavy equipment.
11. Must have the ability and knowledge to use Scan tools.
12. Must possess own tool box and personal assortment of hand tools required on job site necessary to perform the duties of this job.
13. Must successfully pass a background check and drug screen.

SPECIAL QUALIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

PHYSICAL DEMANDS cont.

The employee may occasionally lift and/or move up to 65 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, various wrenches and hand tools, hydraulic jacks, various shop tools, fork lift, shop service vehicle with crane, etc..

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in a shop environment; the employee may work in outside weather conditions. The noise level in the work environment can be noisy at times.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date