

GARAGE ASSISTANT

DEFINITION

Services and makes minor repairs to automotive equipment.

TYPICAL DUTIES

Performs routine maintenance work, such as inflating tires and tubes; changing engine and transmission oil; filling radiators; servicing batteries; lubricating chassis; changing differential and brake fluids; replacing and servicing air, oil, and water filters; replacing seat covers; checking and adjusting fan and other drive belts; and replacing radiator, heater, and air hoses.

Performs minor repairs, such as adjusting a variety of brakes and clutches, replacing fan and drive belts, replacing windshield wiper blades, changing and repairing flat tires and tubes, replacing fuses and lights, and making minor seat repairs.

Performs preventive maintenance checks.

Assists automotive mechanics when necessary.

Refuels automotive equipment.

Moves and parks automotive equipment.

Places automotive equipment on hydraulic lifts or jacks and raises equipment to proper level for servicing.

Makes inspection of assigned transportation equipment and reports mechanical defects to supervisor.

Maintains automotive equipment service records.

Washes vehicles, cleans automotive parts, and does garage cleanup work.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Garage Assistant services and makes minor repairs to automotive equipment.

An Automotive Mechanic performs mechanical repairs on automobiles and other light and medium-duty gasoline-powered equipment and assists in repairing heavy-duty equipment.

A Garage Attendant fuels and washes automotive equipment and performs other manual tasks in a garage or parking area.

SUPERVISION

General supervision is received from an Assistant Garage Supervisor or a Garage Supervisor. Work direction may be exercised over Garage Attendants.

CLASS QUALIFICATIONS

Knowledge of:

- California Vehicle Code provisions relating to required lights, brakes, and other safety equipment for school buses and commercial vehicles
- Common automotive equipment and parts
- Practices, procedures, materials, machines, and tools used in a garage
- Safety practices applied in servicing automotive equipment
- Principles and techniques for servicing and performing minor repairs of automotive equipment

Ability to:

- Understand and follow instructions
- Make minor repairs to automotive equipment
- Use tools of the automotive mechanic's trade
- Operate cars, buses, and trucks
- Access standard District computer software applications, including e-mail and required online trainings
- Work effectively with other employees

Special Physical Requirement:

- Safely lift and carry items weighing at least 50 pounds
- Manual dexterity to operate automotive tools

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience in the maintenance or repair of motorized vehicles. This experience must have included work in at least four of the following areas: lubrication, engine repair, tune-up, tire change, transmission repair, or automotive electrical work.

A six-month course in automotive repair or tune-up may be substituted for six months of the required experience.

Special:

- A valid driver's license to legally operate a motor vehicle in the State of California.
- A valid Class B California Driver License will be required prior to the completion of the probationary period.

SPECIAL NOTE

Effective January 1, 1995, all employees in this classification are subject to the Federal Highway Administration regulations for drug and alcohol testing as required by the Omnibus Transportation Employee Testing Act of 1991.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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