

Automotive Serviceman II

DEFINITION

This is manual work servicing automotive vehicles and equipment.

Work of this class involves routine servicing and inspection of automotive vehicles and construction and public works equipment. Assignments are received in the form of oral or written instructions and involve primarily the non-mechanical servicing of vehicles and equipment. Incumbents may be assigned related tasks such as assisting mechanical tradesmen or completing a visual inspection of vehicles and equipment after their initial training. Work is checked in progress or upon completion for adherence to instructions and standards or is evaluated through equipment performance.

TYPICAL DUTIES*

Greases and lubricates automobiles, trucks and heavy construction equipment.

Changes and repairs tires and tubes; services and installs batteries; replaces light bulbs, lenses, fuses, signal light flashers and windshield wiper blades.

Installs rubber pedal pads; applies departmental decals; removes and installs mower attachments and blades; replaces sweeper broom assemblies and grader blades.

Assists a journeyman in the repair of automotive and construction equipment by performing labouring tasks and steam cleaning various parts of automotive and construction equipment.

Tows or drives defective automotive equipment to a repair shop.

Visually inspects vehicle components such as tie rod ends, universal joints, brake hoses, exhaust systems, and oil and coolant systems for excessive wear or leaks and reports findings to a journeyman or superior.

Changes shear pins on snowblowers by replacing bolts.

Notifies Parts section when supplies are low.

Maintains simple work records such as mileage on vehicles, number of tires installed, etc.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Some knowledge of the less complex components of automotive equipment.

Some knowledge of the lubrication requirements of automobiles, trucks and construction equipment.

Ability to understand and execute oral and written instructions.

Ability to maintain simple records.

Ability to secure a City of Edmonton Drivers Permit.

Skill in the use of simple hand tools.

TRAINING AND EXPERIENCE REQUIREMENTSJob Level

Completion of the tenth school grade and some experience in servicing automotive vehicles and equipment or an equivalent combination of training and experience. Possession of a valid Alberta Class 3 motor vehicle operator's licence.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0220			
Last Updated:	1979/01			
Previous Updates:				
Originated:	1975/04			