

## Automotive Serviceman III

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### **DEFINITION**

This is leadhand level work in a fleet maintenance operation.

An employee of this class trains, supervises and participates in the work of Automotive Servicemen I and II's performing a wide variety of duties including; tire and tow truck operation, tire shop servicing, vehicle fuelling, regular and department requested servicing on vehicles and equipment, washing, steaming and decal and license plate installation and distribution. Instructions are received daily through meetings with superiors and through department requests for servicing. Work is check for adherence to established standards.

### **TYPICAL DUTIES\***

Assigns, supervises and participates in the work of Automotive Servicemen performing routine servicing of City vehicles and equipment including; fuelling, washing, steaming, lubricating, replacing light bulbs, lenses, fuses, windshield wiper blades, City decal installation, license plate distribution, and vehicle assessor installation.

Assigns, supervises and participates in the work of Automotive Servicemen IIs engaged in a variety of tire shop servicing requirements including; wheel balancing of vehicles and trucks up to  $\frac{3}{4}$  ton, tire changing and tire repair for all City vehicles and equipment excluding Fire Engines and Transit buses.

Dispatches and assigns servicemen to tow truck and tire truck operation.

Trains employees in the safe operation of vehicles and shop equipment.

Ensures Automotive Servicemen are trained in established work procedures, servicing requirements and recording information.

Determines priorities of jobs when the immediate supervisor is not available and assigns Automotive Servicemen accordingly.

Checks City vehicles for worn tires, determines whether to scrap or retread, and decides whether to exchange tires on units ready for auction with tires in existing inventory.

Make recommendations for purchase of supplies to the stores section.

Fills out work orders, and orders required tires, rims, etc., from the stores section.

Keeps related records as required.

Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of fleet maintenance techniques including; tire shop operation, and tire servicing, tire and tow truck operations, fuelling, washing, steaming, lubricating and general servicing of vehicles and heavy equipment.

Ability to supervise and assign work to subordinates.

Ability to understand and execute oral and written instructions

Ability to secure a City of Edmonton Driver's permit.

Ability to maintain records.

**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

Completion of the tenth school grade; two years progressively responsible experience in the applicable work area; or an equivalent combination of training and experience; supervisory potential. Possession of a St. John Ambulance First Aid Certificate would be an asset. Possession of a valid Alberta Class 3 Motor Vehicles Operator's License.

*\* 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.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0221			
Last Updated:	1979/01			
Previous Updates:				
Originated:	1978/02			