



## Automotive Serviceperson III

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### **DEFINITION**

This is leadhand level work in a fleet maintenance operation.

An employee of this class trains, leads and participates in the work of Automotive Service staff performing a wide variety of duties including; tire and tow truck operation, tire shop servicing, vehicle fuelling, 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 checked for adherence to established standards.

### **TYPICAL DUTIES** \*

Assigns, leads and participates in the work of Automotive Service staff 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, leads and participates in the work of Automotive Service staff 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 staff are trained in established work procedures, servicing requirements and recording information.

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

Maintains appropriate records and ensures staff are prepared, such as worksite logs, activity times and materials of jobs completed or in progress.

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.

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

Performs related work as required.



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### **KNOWLEDGE, ABILITIES AND SKILLS**

Demonstrated 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.

Extensive knowledge of OH&S legislation, Enviso and WHMIS

Ability to utilize software for the completion of reports, records, etc.

Strong written, verbal communication, interpersonal and critical thinking skills

Ability to understand and execute verbal and written instructions

Ability to implement and to ensure compliance with the City's policies and procedures

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

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of the tenth school grade

Two (2) years progressively responsible experience in the applicable work area; or an equivalent combination of training and experience; supervisory potential.

Possession of a current 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>	10A	<u>10B</u>	<u>10C</u>
Job Code	0221			
Grade				
Originated:	1978/02			
Last Updated:				
Previous Updates:	1979/01			



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ACTIVE

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