

DEFINITION

This is unskilled manual work washing vehicles and equipment and dispensing fuel.

Employees of this class perform tasks washing and cleaning vehicles such as automobiles, motorcycles, trucks and construction equipment as well as fuelling vehicles. Instructions are received in oral or written form from a superior. Work is checked in progress and upon completion to ensure adherence to instructions and established standards.

TYPICAL DUTIES*

Dispenses fuel for vehicles and equipment.

Takes gas pump and dipstick readings and reports them to the stores section.

Checks oil, battery, windshield washers and ensures proper levels.

Cleans exterior and interior of vehicles by washing and vacuuming vehicles.

Checks and inflates tires to proper pressures.

Picks up and delivers City vehicles as required.

Acts as watchman when required.

Cleans garage and workshop floors.

Maintains simple records.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to understand and execute oral and written instructions.

Ability to maintain simple records.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Completion of the tenth school grade or equivalent. Possession of a valid Alberta Class 5 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	0217			
Last Updated:	1979/01			
Previous Updates:				
Originated:	1975/04			