

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR GARAGE ATTENDANT **GRADE:** 6

TITLE ABBREVIATION: SR GARAGE ATTENDANT **TITLE NO.:** 6628

JURIS.CL: NC **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE(2)

DEPARTMENT: PUBLIC WORKS **DIVISION:** ROADS

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for safe and efficient operation of the Tire Section in the Department of Public Works Garage/Central Motor Pool. The work includes removal, replacement and repair of a large variety of tires required by automobiles, trucks and heavy equipment. Work is performed under general supervision with leeway allowed to accomplish the details of the position. Direct supervision is exercised over subordinates in the Tire Section or other assigned area. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Responds to emergency road calls to replace tires for disabled automobiles, trucks and heavy equipment;
2. Repairs and balances tires;
3. Operates a variety of winch-type trucks, to respond to road calls;
4. Cleans and washes a variety of automobiles attached to the Central Motor Pool in a timely manner;
5. Tends fuel pumps and monitors fuel levels;
6. Maintains equipment on tire truck used for road calls;
7. Completes work orders logging time and charging out tires;
8. Operates two-way radio;
9. Maintains safe and clean shop in accordance with OSHA standards.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of automobiles and trucks; good knowledge of safety practices associated with dismounting, mounting, and repair of tires; ability to understand and follow oral and written directions; ability to maintain accurate records; ability to communicate orally; ability to lift heavy weights; diplomacy; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of work experience working in an automotive or truck repair environment which included changing and repairing of tires; OR
- (B) Five (5) years of work experience of which one (1) year was in an automotive or truck repair environment which included changing and repairing of tires; OR
- (C) Any combination of education or experience defined by the limits above.

SPECIAL REQUIREMENTS: Must possess **at time of appointment** and maintain a valid Commercial Drivers License with a "B" classification (CDL-B).

ADOPTED: 3/21/92
JURIS.CL. UPDATE: 2/1/94
REVISED: 4/11/97 hf
REVISED: 10/31/03 AG