



COLUMBIA COUNTY, OREGON
JOB TITLE: LUBE SERVICE WORKER
DATE: JANUARY 1, 2024

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Public Works	JOB CODE:	430
SUPERVISOR:	Assistant Director, Public Works	SALARY RANGE:	21
UNION (Y/N):	Yes	LOCAL:	AFSCME 697

GENERAL STATEMENT OF DUTIES: Maintain and service department vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Apply lubricants to the moving parts of department vehicle engines to prevent premature engine wear and ensure optimal engine performance.

Schedule regular maintenance of equipment through electronic software for internal equipment and external equipment, including repairs and service as necessary.

Lubricate wheel bearings to prevent excessive tire wear.

Perform engine cleanings to prevent rust formation.

Replace cabin, fuel, air, and oil filters as required.

Replace brakes on light- and medium-duty trucks.

Perform tire rotations to ensure even tire wear.

Test tire pressure and add air as needed.

Inspect department vehicles for oil leaks.

Make recommendations for additional servicing based on initial vehicle inspection.

Obtain needed parts and supplies for repairs, including pickup at parts vendors.

Occasionally perform out of class work as a Mechanic.

Maintain shop building, including the parts room and work bays in clean, safe condition.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed under the general direction of the Assistant Public Works Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills,



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and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. Three years of related experience. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Commercial Driver's License preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of the standard practices, materials, and methods used in maintaining, repairing, and overhauling construction equipment. Considerable knowledge of gas- and diesel-powered engines and equipment. Considerable knowledge of hydraulics and electrical systems.

Skill in computerized parts systems and Microsoft Office products. Skill with troubleshooting a wide variety of equipment and machinery. Skill in the use of tools and the operation of equipment employed to carry out job duties.

Ability to:

- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Interpret work from plans.
- Efficiently and effectively operate equipment used in the performance of assigned duties.
- Operate equipment safely under adverse conditions.
- Travel to vendor locations to obtain required parts.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background and drug screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, regularly required to use hands to finger, handle, or feel. Frequently required to stand and reach with hands and arms. Occasionally required to walk, sit, climb,



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balance, stoop, kneel, crouch, or crawl. Must regularly lift and/or move up to 10 pounds and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, frequently exposed to moving mechanical parts and vibration. Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually loud.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***