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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Road	CLASSIFICATION:	430
SUPERVISOR:	Asst. Road Dept. Director	SALARY RANGE:	21
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 697

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**GENERAL STATEMENT OF DUTIES:** Perform routine maintenance on Road Department equipment. Lubricate, fuel and do routine servicing of automotive equipment, machinery and other construction equipment. Perform related work as required.

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

Service automobiles, trucks, tractors and other construction equipment with fuel, oil, grease, water and air. Report defects and need for repairs.

Keep accurate records of service to vehicles and equipment.

Change tires for repairing, recapping or replacing. Maintain in service tires at proper inflation pressure.

Perform equipment maintenance work, such as changing oil, filling or draining anti-freeze from radiators, replacing oil filters, etc.

Assist mechanics as assigned.

Maintain tools and equipment in proper condition.

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

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility of this position.

**SUPERVISION RECEIVED:** Work under the general direction of the Assistant Road Department Director who assigns and reviews work according to established policies, procedures and standards.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school graduate or equivalent. One year of experience in maintaining automotive or heavy equipment. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

**JOB DESCRIPTION: LUBE SERVICE WORKER**

DATE:04/13/2018

**KNOWLEDGE, SKILL AND ABILITY:** Working knowledge of standard equipment used in construction and maintenance, including its operation, upkeep and minor repair.

Skill to perform basic mechanical minor repairs on equipment. Ability to read and interpret manufacturer's lubrication and servicing manuals. Ability to operate and maneuver automotive and heavy road equipment. Ability to maintain effective working relationships with employees, other agencies, County officials and the general public.

Skill in the use of automotive and equipment servicing equipment and tools. Skill in servicing automotive vehicles, equipment and machinery.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess or acquire within six (6) months of hire a Commercial Driver's License and must be insurable under the County's liability insurance coverage.

**NECESSARY SPECIAL QUALIFICATIONS:** Must pass a pre-employment drug and alcohol screen and any pre-employment physical examination required by the County and comply with the County's Fitness for Duty Policy.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift 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 the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and vibration. The employee is 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.