

Coachella Valley Water District

Date: January 2021

TITLE: Automotive Shop Attendant

SECTION: Automotive Shop

DEPARTMENT: Facilities & Maintenance

SRN A-5:

REPORTING RELATIONSHIP:

Reports to: Automotive Shop Supervisor

Supervises the following positions: Not Applicable

DEFINITION:

Under general supervision, to pick up and deliver vehicles and equipment; purchase and deliver Auto Shop parts and supplies; maintain the cleanliness of Auto Shop facilities, and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Delivers and picks up vehicles for smog tests, maintenance, repairs, warranty work, and collision work.
2. Purchases, picks up, and delivers automotive, truck, and equipment parts. Returns cores and warranty parts.
3. Delivers parts and supplies to Automotive Techs performing repairs in the field.
4. Transports small equipment back and forth between the Coachella/Palm Desert Auto Shops.
5. Operates various types of motor vehicles in making pickups and deliveries.
6. Performs clean up duties around facilities. Washes/fuels District vehicles; checks fluids and tire pressure, installs/removes decals, license plates, and fire extinguishers.
7. Routinely and frequently moves heavy objects and material, such as boxes of books, boxes of computer paper, and large cartons of materials and supplies.
8. Loads and unloads trucks. Operates a forklift as needed.
9. Keeps records of items delivered or received; maintains chain of custody forms for items received and delivered.

10. Performs related duties as assigned.
11. Assist Automotive Technician I's to cross train in preventative maintenance procedures and related repairs of Fleet vehicles and equipment.
12. Collects and performs data entry including time cards, work orders, service logs, units of production, and information relating to Asset Management and the Computerized Maintenance Management System (CMMS).

Auto Shop Attendant – Page 2

MINIMUM QUALIFICATIONS:

- Knowledge of:
- Automotive, truck, and equipment parts identification.
 - Proper lifting techniques.
 - Proper loading and unloading of trucks; cargo securement.
 - Traffic laws, defensive driving techniques and rules of the road. - Operation of standard office equipment including a computer and assigned software.
 - Oral and written communication skills.
 - Basic record-keeping techniques.
 - Basic arithmetic.
 - Basic map reading.

- Ability to:
- Read and write.
 - Communicate and comprehend effectively both orally and in writing - Operate a 2-way radio
 - Safely drive a motor vehicle.
 - Observe legal and defensive driving practices.
 - Perform heavy lifting safely.
 - Meet schedules and time lines.
 - Learn the general geographic composition of assigned area. - Determine most efficient driving routes and execute scheduled assignments for maximum productivity.
 - Develop and maintain work schedules without close supervision.
 - Identify automotive, truck, and equipment parts.
 - Perform a variety of duties related to the preparation, distribution, shipping and receiving of parts, supplies and materials.

- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment including a computer and assigned software.
- Abide by District policies pertaining to use of a P-Card.
- Maintain routine records and logs.
- Add, subtract, multiply and divide quickly and accurately.

License and Certificates: Possession of a valid California driver's license. Department of Motor Vehicles driving record may influence employment or classification. Must obtain Forklift Operator Certificate within one month of appointment.

Auto Shop Attendant – Page 3

Experience: Six months experience performing duties involving the pick-up and delivery of automotive, truck, and equipment parts, and other supplies according to tight timelines or schedules or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

AND

The desire to learn and grow in the Automotive Repair business is highly desirable.

Education: Graduation from high school or GED.

PHYSICAL REQUIREMENTS:

1. Sits and stands for prolonged periods of time.
2. Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.
3. Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
4. Driving: Heavy.
5. Works in extreme weather conditions including heat and rain.
6. Will work in areas containing dust, chemicals, vapors, fumes, and exhaust.