

TITLE: GARAGE ATTENDANT
LEVEL: GRADE 4 \$12.74hr - \$17.88/hr
DEPARTMENT: FACILITIES & FLEET MANAGEMENT

FUNCTION: Maintains and performs minor repairs of all City vehicles.

SUPERVISION RECEIVED: Works under the general supervision of the Garage Superintendent and/or designee.

SUPERVISION EXERCISED: None.

RESPONSIBILITIES: Changes tires on the road and in garage, pumps gas and diesel fuel into trucks and other municipal vehicles; records fuel and other parts and supplies used, picks up parts and supplies; performs minor repairs, changes light bulbs, basic fluid checks, etc.; cleans and washes vehicles, performs cleaning tasks and minor repairs in the assigned area.

SPECIAL REQUIREMENTS: Must have valid Massachusetts driver's license and good driving record. Operates a motor vehicle on a regular basis. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

QUALIFICATIONS: High school graduate or GED equivalent preferred. At least (2) years of full time paid experience in the automotive field preferred. Previous education or training in a vocational technical school is highly regarded. Must be thoroughly familiar with hand and power tools, tire machine, safe-working methods. Must be able to prepare, comprehend and evaluate records. Ability to use sound judgment in applying skills and knowledge in all types of situations. Ability to work well with co-workers.

TOOLS AND EQUIPMENT USED: Gas pump, automotive tools, tire machine, basic hand tools.

PHYSICAL AND ENVIRONMENTAL STANDARDS: 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.

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions, regular and sustained periods of strenuous physical exertion. Requires the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operation of equipment that causes loud noise levels and high vibrations; requires the exercise of caution when operating equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.