

LANE COUNTY  
Job Code: I031  
Established: 07/11/07

## **SHOP UTILITY WORKER**

### DEFINITION

To perform at a trainee level to assist higher level mechanics, and to perform a variety of manual and semi-skilled maintenance and support duties in the County shop.

### CLASS CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by a lower level of responsibility assumed and a lower level of knowledge and experience expected.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from an assigned supervisor or lead worker. May receive technical and functional supervision from designated staff.

### EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Performs manual labor and general clean-up.

Operates service shop equipment, such as the car wash facility.

Operates power and non-power tools.

Assists in dismantling and assembling equipment such as impact wrench and jack equipment.

Operates fork lift.

Provides assistance to designated mechanics, as assigned.

Maintains steel and vehicle inventory.

Changes oil in engines.

Performs routine maintenance duties such as greasing equipment and vehicles and changing filters (oil, fuel, air, hydraulic, transmission).

Performs battery charges and jump starts for light duty vehicles.

Changes tires on vehicles.

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EXAMPLES OF DUTIES (con't)

Performs complete professional vehicle detailing.

May fuel vehicles.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic safety practices and procedures.

Basic practices, methods, tools and equipment used in the repair and preventative maintenance of vehicles and equipment.

Proper use of various tools, both power and non-power.

Basic knowledge of cleaning methods and products for clean-up of vehicles.

Ability to:

Perform a variety of semi-skilled tasks with general instructions.

Use a variety of power and non-power tools.

Perform physical labor such as lifting, changing tires, moving a variety of power equipment.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Understand and apply safety standards and procedures.

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Experience and Training

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Experience:

One year of experience as a vehicle service worker or mechanic's assistant.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a valid Oregon Driver's License at time of appointment.

Established July 11, 2007 per Board Order 07-7-11-9.