



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: AUTOMOTIVE SERVICER**

**BARGAINING UNIT:** [CIV BARGAINING](#)

**CODE NUMBER:** 6370

**PAY RANGE CODE:** [07120](#)

**REVISION DATE:** 9/28/17

## **NATURE OF WORK:**

This is manual labor involving the servicing of light through heavy equipment and assisting automotive mechanics in repair operations.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Performs minor maintenance and preventative maintenance repairs on light and heavy vehicles and equipment, including changing oil and filters, fuses, batteries, spark plugs, shock absorbers, water pumps, starters, hoses, v-belts, tires, lights and light bulbs, and tops off fluid levels.

Inspects vehicles for servicing needs.

Assists mechanics with equipment repairs.

Makes service calls to put disabled equipment back into service.

Orders and picks up parts.

Cleans shop areas.

Prepares and maintains computerized records, reports and logs associated with vehicle maintenance and repair, direct and indirect labor, and parts and materials used and/or ordered.

Cleans and maintains tools required to complete repairs.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of vehicle and equipment lubrication, tire changing and repair, and battery charging equipment and procedures.

Knowledge of the major mechanical parts of vehicles and equipment and their functions.

Knowledge of the occupational hazards and safety precautions involved in working on or near vehicles and equipment.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in the use of tools and equipment necessary to perform the work of the position.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to learn and adapt to advances in computer and electronics device technology and software.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Six (6) months of experience in general automotive servicing work

OR

An equivalent combination of education, training, and/or experience.

Current certification by the National Institute for Automotive Service Excellence (ASE) in the automobile or medium/heavy truck special areas may be substituted for the general experience requirement.

## **SPECIAL QUALIFICATIONS**

Must possess a valid Class "A" commercial driver learner's permit at the time of employment.

Must possess a valid class “A” commercial driver’s license with “N” endorsement and air brake certification by the end of the probationary period.

Must take and pass the City of Omaha’s forklift training class by the end of the probationary period.

Must possess a Second Grade Hoisting and Engineer’s Certificate by the end of the probationary period.

Must be in possession of tools specified by the City which will be inspected and approved by a shop supervisor.

Must be willing to purchase additional hand tools as required by the end of the probationary period, and thereafter as needed.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an automotive and equipment garage environment which involves exposure to noise, vibrating machinery, moving mechanical components, electrical current, high places, confined spaces, conditions of high humidity, fumes, odors, dust, and gases, and exposure to chemicals. Work may also be performed outdoors in all weather conditions.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Hand Tools	Service Vehicle	Tow Truck
Forklift	Cutting Torch	Impact Wrenches
Painting Equipment	Grinders and Drills	Hoists and Jacks
Two Way Radio	Battery Charger	Tire Changing Machine
High Pressure Washers	Testers	Minor Repair Equipment
Air Compressor with Attachments	Computer/Mobile Electronic Device	

Previous Revision Date(s):	5/30/96	11/21/02
	2/24/00	3/27/03

**AUTOMOTIVE SERVICER-FLEET MANAGEMENT  
PHYSICAL REQUIREMENTS**

<b>Physical Requirements</b>	<b>EXAMPLES OF RELATED JOB DUTIES</b>	<b>Rarely 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
Standing	Disassembling police cars, changing oil, counting inventory of tires in tire room, greasing various parts on vehicles at chest height.		X		
Walking	Gathering tools, finding various equipment throughout shop needed to complete tasks, walking around the car to make repairs or adjustments, walking to part shop to gather part needed (i.e. alternator).			X	
Sitting	Applying/removing decals from police cars, rewiring doors, answering phone calls/emails and driving to roadside calls.		X		
Lifting	Raising and lowering objects up to 545 lbs. with 4 people, 175 lbs. with 2 people, and 110 lbs. alone.		X		
Carrying	Transporting an object up to 110 lbs. a distance of up to 50 feet		X		
Pushing/ Pulling	Pushing/Pulling objects up to 50 lbs.		X		
Climbing	Getting on and off various vehicles, climbing in/out of floor pit, climbing ladders. Floor Pit- 8 total steps at 8" height each		X		
Balance	Greasing swivels on firetrucks or accessing awkward locations in various vehicles.	X			
Stooping	Working under the hood of cars, doing computer work in trunk of police car, greasing swivels at various heights, replacing snowplow blade.		X		
Kneeling	Setting arm lifts under the vehicle, working in positions on vehicles that are below waist level.		X		
Crouching	Setting arm lifts under the vehicle, working in positions on vehicles that are below waist level.		X		
Reaching	Working on vehicles that are on a lift or when working in the car pit. Reaching also occurs when greasing various parts on the larger vehicles.			X	
Hand Usage	Using tools to repair vehicles, changing oil, tires, removing parts, applying decals etc.				X
Crawling	Access certain areas under large vehicles.	X			