

## Garage Attendant

(Class Code No. 3531)

### Task List

1. Applies lubricants to joints, bearings, gears or other moving parts using an air or hand pressure grease gun in order to lubricate automobiles such as vans, small buses, pick-up trucks or other light or heavy duty vehicles according to the manufacturer's specifications or lubrication charts.
2. Verifies various fluid levels on the cooling system such as brakes, power steering, window washer, transmission, differential (third member) and motor oil to determine if it is at the proper level for safe operation and adds fluid if necessary (such as hydraulic fluid and diesel exhaust fluid), checks for leaks, recommends inspection by a mechanic and creates/completes/writes a trouble report if necessary.
3. Repairs and/or replaces tires or rims using tire changing tools and equipment such as an impact wrench, air tire changer, lug wrench, tire iron, floor jack, hoist, drill, buffer wheel, or rubber buffer in order to repair or replace tires and/or rims which are worn, punctured or damaged based upon one's own judgment or as instructed on a request for service in order to maintain vehicle functionality.
4. Drains, removes, and replaces various fluids and filters in vehicles by using tools such as a filter wrench, drain pan, and socket set in order to maintain vehicle functionality.
5. Visually checks batteries for proper water level, corrosion on posts or cables, cracked or missing caps and makes replacements or corrections as necessary.
6. Tests battery and charging system for its voltage level using a battery tester or volt meter and (if it is low) connects battery to a battery charger until it is charged to the proper voltage or found to be defective and recommends inspection by a mechanic and/or makes a trouble report.
7. Removes and replaces batteries which no longer have charge (dead) or will not hold a charge using various hand tools such as a battery plier, cable remover, acid brush (wire), post cleaner, cable separator, or socket set in order to disconnect the old battery and connect the new battery to maintain vehicle functionality.
8. Maintains interior and exterior vehicle appearance by washing, polishing and vacuuming vehicles and by using cleaning supplies such as soap, sponges, rags, water hoses, and vacuum cleaner in order to maintain the general appearance and finish of a vehicle.
9. Cleans up garage or shop area using various cleaning supplies, tools or equipment such as cleaning products, water, hoses, brooms, mops, rags, vacuum cleaner, or a scrubber (self-propelled or driven) in order to maintain a clean, safe work area.
10. Cleans engines and chassis using a steam cleaning machine in order to remove accumulated grease and dirt and inspects and cleans clarifier as necessary.

11. Removes and replaces worn or broken hoses, belts, light bulbs, lenses, wiper blades or other small non-mechanical parts using hand tools such as a screw driver, socket set, pliers or wrench in order to maintain proper working conditions of the vehicle.
12. Inspects fuel gauge and/or electric charge levels and refuels vehicle with gas, diesel, methanol, propane, liquefied natural gas or compressed natural gas from a pump (hand or automatic) in order to maintain sufficient fuel or charge levels within vehicle.
13. Keeps written or electronic records (such as records of services performed, materials used, logs on vehicle maintenance and parts inventory sheets) in order to record and retain relevant information on service and repairs of vehicles.
14. Drives and operates a tow truck in order to pick up disabled vehicles or equipment which includes: connecting hooks, cables, and safety chains to disabled vehicles; hooking up brake, emergency, and signal lights; attaching wooden blocks if necessary to prevent punctures from hooks; and raising/lowering the vehicle with the tow truck for transport.
15. Transports or chauffeurs City officials, visiting dignitaries, or City employees via automobiles, vans, pick-up trucks, small buses or other light vehicles in order to transport or return vehicles to City motor pools; to transport vehicles during servicing or to pick up or deliver departmental or automotive supplies and/or materials.
16. Assists Equipment Mechanics or Heavy Duty Equipment Mechanics in performing routine preventive maintenance or repairs such as tune ups, scheduled brake repairs, emission inspections or transmission repairs in order to maintain vehicle functionality.
17. Assists Auto Body Painters or Auto Body Repairers in performing various duties or repairs such as masking, sanding or replacing body panels in order to maintain vehicle functionality and/or appearance.
18. Keeps parts inventory stock (electronic or handwritten) of filters, fluids, oils and greases in order to maintain sufficient materials to carry out day to day duties.
19. Conducts fuel island inspections which include checking hoses for wear and gauging readings in order to maintain environmental compliance (e.g. Environmental Protection Agency, Stormwater Pollution Prevention Plans and Air Quality Management District).
20. Dispatches pool vehicles (via telephone or face-to-face communication) in order to loan City vehicles to City employees.