



Job Title: Service Person

Division: Motor Pool

Salary Range: \$16.77-\$18.43/hr.

Job Description: see below

Submit resume to Human Resources Director Sherry Lewis via email: lewiss@huntingtonwv.gov. Candidates may also apply in person at City Hall, Room 145 - HR Office, or access the online application on the City of Huntington website: www.cityofhuntington.com. Click on "City Government" and "Employment Opportunities." Applications/resumes will be received through the close of business on Friday, 4/19/2024.

SERVICE PERSON

Job Category: AFSCME Union
Department: Public Works
Division: Motor Pool

Job Code No.: MP-04
Pay Grade: H6
FLSA Status: Nonexempt

NATURE OF WORK

This is skilled work in the care of automotive and related equipment within the Motor Pool Division of the Public Works Department.

Work involves responsibility for performing skilled tasks in equipment maintenance or repair or in ascertaining the need for such. The employee may assist a skilled automotive mechanic on jobs or may routinely see that a large fleet is scheduled for timely maintenance; the employee is, however, expected to perform routine daily tasks independently. Supervision may be received from a mechanic or the Working Foreman, and work is checked through inspection and through the performance of equipment concerned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cleans, greases and lubricates automobiles, trucks, street sweepers and other related equipment; services batteries and other parts; arranges for and gets departmental vehicles to and from the garage.

May repair and change tires both in shop and in field.

Services heavy and light equipment with gasoline, diesel fuel and oil; changes oil, oil filters and fuel filters; keeps appropriate records; makes field service calls; checks automotive electrical components; makes minor repairs when within competency.

Keeps garage or other assigned areas clean; assists mechanics in repairs; keeps inventory of supplies utilized in assigned area of work.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or GED; minimum of one (1) year of experience in skilled equipment maintenance work; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES

Some knowledge of the less complex mechanical parts of automotive equipment.

Some knowledge of the standard tools, materials and practices used in the automotive servicing.

Some knowledge of the hazards and safety precautions involved.

Skill in the use and care of required tools and in handling equipment.

Ability to understand and effectively carry out verbal and written instructions.

Ability to understand and do minor equipment maintenance work.

Ability to keep simple records.

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

SPECIAL REQUIREMENTS

Valid driver's license from state in which employee resides. CDL preferred but not required.

Availability for 24-hour call.

Must have own hand tools.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, radio and all such equipment used in servicing vehicles.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, bend, kneel, talk, see, hear and smell.

The employee frequently lifts and/or moves up to 75 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the City Garage and occasionally outdoors in all weather conditions, including temperature extremes and wet and/or humid conditions. Work is occasionally performed in emergency and stressful situations.

The employee frequently works near moving mechanical parts and is exposed to dust, exhaust fumes or airborne particles and hazardous chemicals. The employee is frequently exposed to loud noise.

The noise level in the work environment is moderately loud.

SUMMARY

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 City of Huntington and the employee and is subject to change by the City as the need arises.