



Job Title: Service Person

Division: Motor Pool

Salary Range: \$18.22-19.91/hr.

Applications/resumes will be received through the close of business on Tuesday, August 11, 2026. EOE

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.

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS

- 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.
- 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.

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 areas of work.
- Promotes courtesy and professionalism throughout the City of Huntington.
- Other duties as assigned.

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 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.

TOOLS AND EQUIPMENT USED

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

PHYSICAL DEMANDS

Reasonable accommodation 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

Reasonable accommodation 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 is subject to change by the City as the need arises.