

SERVICE STATION ATTENDANT

PURPOSE AND NATURE OF WORK

Positions so classified perform non-mechanical servicing of Lafayette Consolidated Government fleet vehicles, including changing oil, checking inflation of tires, visual inspecting fluid levels and adding fluids as need, and visually inspecting vehicle engine compartment for signs of wear and tear which may require the attention of a Fleet Mechanic. Employees of this class work under the general supervision of a Service Station Assistant Supervisor or Service Station Supervisor, but use independent judgment in carrying out routine tasks. Periodic checks of vehicles are made by a supervisor.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Performs oil changes on LCG fleet vehicles. Checks oil level, drains and replaces oil as necessary, removes and replaces oil filter, removes and replaces air filter. Lubricates fittings if necessary. Visually inspects the engine compartment of LCG vehicles, identifies any areas of concern, and refers such concerns to a supervisor or mechanic.

Repairs, replaces, and maintains tires on LCG fleet vehicles. Measures tread depth and determines if tires meet standards for safety. Replaces and balances tires. Responds to road calls regarding damaged tires on LCG fleet vehicles.

Handwashes and vacuums cars and light trucks only. Maintains cleanliness and safety of the service station. Instructs other LCG employees on using self-service FeulTrac system. Monitors operating conditions of fuel pumps and notifies supervisor of any areas of concern. Logs all work orders into automotive software system.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of and ability to perform the fundamental service requirements of fleet equipment.

Knowledge of computer applications as required by area of assignment.

Ability to operate tools and equipment in an appropriate and safe manner.

Ability to write clearly.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective relationships with superiors, co-workers, and other LCG employees.

Skill in lubricating and greasing automotive equipment and in changing tires.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and experience in servicing automotive equipment; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid Louisiana Driver ' s License.

Apprenticeship

Positions in this class are assigned to an apprenticeship as defined by Civil Service Rule IV, Section 6. This requires the employee to complete initial and ongoing training requirements established by the Public Works Department, Operations, Fleet Maintenance division, within one (1) year for continued employment.