



SHOP UTILITY WORKER

CLASS SUMMARY: To perform at a trainee level to assist higher level mechanics, and to perform a variety of manual and semi-skilled maintenance and support duties in the County shop.

CLASS CHARACTERISTICS: Positions at this level are distinguished from other classes within the series by a lower level of responsibility assumed and a lower level of knowledge and experience expected.

SUPERVISION RECEIVED AND EXERCISED: Receives direct supervision from an assigned supervisor or lead worker. May receive technical and functional supervision from designated staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Performs manual labor and general clean-up. |
| 2. | Operates service shop equipment, such as the car wash facility. |
| 3. | Operates power and non-power tools. |
| 4. | Assists in dismantling and assembling equipment such as impact wrench and jack equipment. |
| 5. | Operates fork lift. |
| 6. | Provides assistance to designated mechanics, as assigned. |
| 7. | Maintains steel and vehicle inventory. |
| 8. | Changes oil in engines. |
| 9. | Performs routine maintenance duties such as greasing equipment and vehicles and changing filters (oil, fuel, air, hydraulic, transmission). |
| 10. | Performs battery charges and jump starts for light duty vehicles. |
| 11. | Changes tires on vehicles. |
| 12. | Performs complete professional vehicle detailing. |
| 13. | May fuel vehicles. |
| 14. | Performs other related duties as assigned. |

LANE COUNTY
Shop Utility Worker (Continued)

Knowledge of (position requirements at entry):

- Basic safety practices and procedures.
- Basic practices, methods, tools and equipment used in the repair and preventative maintenance of vehicles and equipment.
- Proper use of various tools, both power and non-power.
- Basic knowledge of cleaning methods and products for clean-up of vehicles.

Ability to (position requirements at entry):

- Perform a variety of semi-skilled tasks with general instructions.
- Use a variety of power and non-power tools.
- Perform physical labor such as lifting, changing tires, moving a variety of power equipment.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand and apply safety standards and procedures.

Training and Experience (positions in this class typically require): Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. One year of experience as a vehicle service worker or mechanic's assistant. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

- Possession of a valid Oregon Driver's License at time of appointment.

NOTE: This position is represented by Lane Co Assoc. Local 626.

Classification History:

Established July 11, 2007 per Board Order 07-7-11-9.

FLSA Status: Non-Exempt