

GARAGE ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, incumbents of this class perform manual work associated with the routine servicing and maintenance of County owned automobiles and other vehicles. Additionally, incumbents are responsible for the routine maintenance of the garage, garage equipment and associated parking areas. Contact may be made with the general public as well as with County employees. Supervision is not an aspect of the position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Washes and polishes the exterior and cleans the interior of cars and other vehicles in order to maintain same;

Checks oil levels on a regular basis and changes oil in accordance with schedule to maintain proper operation and maintenance of engine;

Checks air pressure in tires and repairs, changes or rotates tires to insure proper maintenance of tires and safe operation of the vehicle;

Checks radiators and replenishes or changes anti-freeze, etc., in order to insure proper engine operating conditions;

Operates fuel pumps to maintain sufficient gasoline levels in vehicles, records gasoline usage, and as required, measures and records gasoline inventory levels to insure proper reserve levels;

Moves and parks cars and other vehicles in the parking area and garage to insure efficient operation of the facility;

Performs routine cleaning and maintenance in the garage or parking areas to maintain a good appearance;

Checks and completes vehicle trip tickets and gasoline tickets for accuracy and completeness;

Runs routine errands including mail delivery to other county locations, driving of vehicles to garage for repairs, or pick-up of parts/supplies associated with routine maintenance, etc.;

May assist mechanics with simple tasks as required;

May transport individuals to a particular site (i.e., "Pride in Work" recipients);

May answer questions relating to directions, location of particular county offices or availability/location of parking, etc.;

May jump start cars or fix flat tires.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of basic automotive care; ability to make routine check of gas, oil, battery, tires, etc.; ability to get along with people; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: There are no minimum requirements for this position.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.