



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Automotive Services Worker
(17000)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Department of Fleet Services
(19)

Revision Date: January 2008

General Description: This is a semi-skilled position. The incumbent performs routine automotive maintenance operation support tasks.

Organization: The Automotive Services Worker reports to Assistant Director of Fleet Services and supervises no staff.

Essential Functions:

- Assists Automotive Technicians.
- Performs routine and minor maintenance work on various types of automotive equipment.
- Mounts and repairs automobile and heavy truck tires.
- Drives County vehicles to pick up parts or perform other errands.
- Performs housekeeping duties in shop area and on grounds as needed.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - Chemicals – Exposure to petroleum products, cleaning solvents, dust and fumes.
 - Conditions - Work is performed using heavy equipment, including noise and vibrations.
- B. Environment
 - Office – Primarily inside a shop, but may be exposed to adverse weather.
 - Field – Must drive to pick up parts and perform other errands.
- C. Physical Effort
 - Routine lifting of objects over 25 pounds.
 - Routine climbing onto and under vehicles and equipment.
- D. Non-exempt

Knowledge, Skills and Abilities: Requires the ability to understand and follow oral and written instructions. Requires ability to perform heavy manual work under adverse conditions.

Education, Experience and Training: High school diploma or equivalent required with some knowledge and/or experience in servicing automotive equipment preferred. Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Must wear uniform, including safety equipment