

<b><u>CLASSIFICATION TITLE:</u></b> Apprentice, Fleet	<b><u>CLASS NUMBER:</u></b> 30050	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Fleet Management	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A5	<b><u>POSITION CONTROL #:</u></b> 020035
<b><u>POSITION LOCATION:</u></b> 1721 Alum Creek Drive, Columbus, OH 43207	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 6:30 AM – 3:30 PM	<b><u>SUPERVISOR (PCN):</u></b> Fleet Operations Superintendent (041002)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Fleet Apprentice classification is to provide hands on experience with routine and preventative oil changes and minor automotive repairs to county owned vehicles; to provide experience and training on diagnostic processes for check engine lights and trouble codes; to provide hands on experiences with traditional automotive equipment; and to provide experience with all aspects of a vehicle repair facility.

**JOB DUTIES:**

Perform routine maintenance (e.g., lubricate mechanical components, change oil and filters, inspect and test batteries, rotate/mount/balance tires and wheels, replace wiper blades, inspect and add fluids, inspect belts and hoses). Act as mechanic helper in training; assist in replacement of vehicle parts as directed (e.g. headlamps, batteries, window and door lock switches, wiper motors, test drive assistance). Perform various duties needed as assigned by supervisor or trainer (e.g. cut keys, transport vehicles, parts pickup, install/remove decals, inspect and prepare for new vehicles, inspect and prepare auction vehicles, and detail vehicles) and participate in assigned online training courses. Assist supervisor with shop upkeep and maintenance. Maintain records of repairs and maintenance tasks performed. Respond to questions and routine inquiries. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of safety practices; office practices and procedures. Skill in automotive mechanics; equipment operation. Ability to deal with problems involving few variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; recognize safety warnings; complete routine forms; maintain accurate records; understand manuals & verbal instructions, technical in nature; work alone on most tasks; answer routine inquiries.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High School diploma or GED, supplemented by vocational/technical training in automotive mechanics; or any equivalent combination of training and experience.

**Additional Requirements**

Required to maintain current a valid Ohio driver’s license.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

May be required to wear personal protective equipment (PPE) to perform duties.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date