

<u>CLASSIFICATION TITLE:</u> Oil Change Technician	<u>CLASS NUMBER:</u> 30050.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Fleet Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A7	<u>POSITION CONTROL #:</u>
<u>POSITION LOCATION:</u> 1721 Alum Creek Drive, Columbus, OH 43207	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:00 AM – 4:00 PM	<u>SUPERVISOR (PCN):</u> Rodney Rickman (020037)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Oil Change Technician classification is to schedule and perform routine and preventative oil changes and minor maintenance to county owned vehicles; diagnose minor problems with and make minor repairs to the county’s light and heavy duty fleet vehicles and equipment. Fabricate and/or installs parts and accessories, as needed. May assist in tows and recovery of vehicles from various locations.

JOB DUTIES:

Schedule and 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; 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 (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). Assist supervisor with shop upkeep and maintenance. Maintain records of repairs and maintenance tasks performed. Answer telephone and 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 skilled trade; equipment operation. Ability to deal with problems involving few variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; understand manuals technical in nature and verbal instructions; add, subtract, multiply and divide whole numbers; recognize safety warnings; complete routine forms; maintain accurate records; work along on most tasks; answer routine inquiries; demonstrate physical fitness.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED, supplemented by vocational/technical training in automotive mechanics and one (1) year experience in automotive maintenance and repair.

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