

County of Henrico Job Classification

Fleet Service Worker



General Summary of Classification:

Performs a wide variety of duties to help keep the County Facility, vehicles, and equipment in safe operating condition; takes proper care of tools and equipment; cleans parts and equipment as needed; performs related duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Performs various duties to help keep the County Facility, vehicles, and equipment in safe operating condition.
- Performs routine maintenance tasks on County vehicles and equipment to include replacing windshield wipers and cleaning vehicle interiors and exteriors.
- Performs routine and minor services such as checking belts, checking & topping off lubricants, checking & filling radiators.
- Makes general inspections of daily motor pool and loaner vehicles, and performs routine safety checks.
- Refuels and prepares daily motor pool and loaner vehicles for use.
- Picks up and delivers parts, tools and equipment as needed and assists technicians as assigned.
- Keeps the common work areas of the shop, facility grounds and fuel sites clean to include MS-4 items such as drop inlets, curbing and gutters around the facility as required, includes using a forklift to dump universal and used metal containers and remove surplus pallets and debris from the facility.
- May perform safety & compliance checks at fuel sites and provides spill response & countermeasure application as required.
- May assist in the preparation of surplus vehicles and equipment for final disposition. May respond to roadside calls to supply fuel and assistance as needed.
- Utilizes required personal protection equipment (PPE) and other required safety equipment and measures at all times.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Basic mechanical aptitude; basic working knowledge of the safe use and care of hand, power and machine tools, cleaning supplies, safety equipment and other tools and equipment. Sound understanding of safe operation and routine general inspection of vehicles and equipment. The ability to read, accurately interpret and adhere to complex oral and written instructions, including applicable EPA regulations; basic math skills to make simple measurements and calculations; ability to create and maintain accurate paper and electronic records.

- **Technical:** Sound computer skills with the ability to use a computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Primarily interacts with CAM staff; good oral and written communication and interpersonal skills with the ability to express ideas clearly and accurately; establishes and maintains positive working relationships with coworkers, department and County staff, vendors, suppliers, and the public; demonstrates personal accountability; practices good teamwork and collaborates effectively.
- **Decision-making and Authority:** Adheres to established policies and procedures when performing duties and making decisions; exercises some independent judgment and makes sound decisions when determining the appropriate response to roadside assistance calls, when requesting and ordering materials, parts and supplies necessary to complete assigned duties and by proactively notifying supervisor of low inventory levels; typically receives general oral instructions and work orders (electronic, paper, etc.) and appropriately prioritizes and manages assigned duties and work orders.
- **Leadership:** Non-supervisory. Work is reviewed and performed under general supervision.
- **Environment:** Work is performed in indoor and outdoor locations, frequently noisy environments, various traffic conditions, and in adverse temperatures and/or weather conditions.
- **Physical:** sufficient to safely operate County vehicles and equipment, read work orders, follow instructions, and recognize safety hazards to ensure the safety of self and other. Physical condition and manual dexterity sufficient to safely perform heavy (up to 50 pounds or more) lifting, loading, unloading, and carrying, and to bend, reach, stoop, squat, roll or slide under vehicles, drive safely and perform fine finger and hand manipulation; routinely works in a noisy work environment and in adverse, including extreme, temperatures and weather conditions.

Minimum Education and Experience:

- **Education:** Graduation from high school, preferably from a vocational program in Automotive Technology or a related field.
- **Experience:** Prior relevant experience or training preferred.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license. Must obtain a forklift operator permit and Class C-UST operator certification within 12 months.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

Job Code: G.H.L.0003

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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.