



## **EMPLOYMENT OPPORTUNITY**

### **VEHICLE SERVICE WORKER I \$16.99 - \$21.60 per hour**

**RECRUITMENT  
OPENS  
MARCH 11, 2019**  
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**CLOSING DATE  
APRIL 11, 2019**  
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#### **DEFINITION:**

Under general supervision, a Vehicle Services Worker I performs a limited range of unskilled vehicle service and shop maintenance duties while learning to perform the full scope of journey-level work; cleans and maintains departmental equipment; maintains a variety of service records; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

Vehicle Service Worker I is the Entry/First working level class in the series. An incumbent in this class performs the routine vehicle service and shop maintenance tasks to maintain Santa Cruz METRO vehicles and equipment. This class may be distinguished from the higher-level class of Vehicle Service Worker II because an incumbent in the latter class performs the full scope of journey level work.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

Cleans and maintains departmental equipment. Vacuums, sweeps and/or mops interior of buses and other Santa Cruz METRO vehicles. Empties trash receptacles on buses. Washes Santa Cruz METRO vehicles. Operates automated bus washing equipment. Cleans windows in Santa Cruz METRO vehicles. Checks fuel, lubrication, coolant, and hydraulic system fluid levels and replenishes as necessary. Checks tire wear and inflation. Maintains proper service records, including all fuel, oil and hydraulic fluid used on equipment. Completes reports on all service work performed. Performs general housekeeping duties in garage and equipment yard. Posts and removes internal advertising and notice materials from buses. Drives Santa Cruz METRO buses and vehicles between yards for servicing as directed. Performs related work as required

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

Automotive maintenance nomenclature. Safe work practices. Proper use of lubricants and fuels. Standard vehicle service procedures. Types and usage of cleaning products. Application and proper use of cleaning tools, equipment, and supplies. Methods of maintaining information in digital or hard copy files. Methods of prioritizing, planning and organizing work. Time management techniques. Customer service techniques. Basic mathematics including percentages and basic statistics. The effective use of modern office equipment, personal computers, and applicable standard business software.

##### **Ability to:**

Read, interpret, and apply Santa Cruz METRO policies, procedures, and regulations. Understand and follow oral and written instructions. Use a variety of cleaning equipment, supplies, solvents, and other chemicals safely in the performance of work. Follow established safety practices. Operate vehicle servicing equipment. Maintain records and control systems with accuracy and attention to detail. Input data into a database. Adhere to established work schedules and timelines. Use good judgment and discretion when performing assignments. Effectively balance multiple assignments simultaneously. Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned. Communicate clearly and effectively in both oral and written form. Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

## **MINIMUM QUALIFICATIONS:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education, Training and Experience:**

One (1) year of experience servicing automotive, agricultural and/or construction equipment.

### **LICENSES AND CERTIFICATES:**

A valid California Driver's License will be required at the time of appointment and throughout employment. Must be able to obtain and maintain a current, valid California Class "B" Driver's License with "P" Passenger endorsement.

### **PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; reach, twist, turn, kneel, bend, squat and stoop; talk and hear; use hands to grasp, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional overhead reaching and lifting up to 50 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

#### **Mental Demands**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

#### **Work Environment:**

The employee works in a shop or outdoor environment where the noise level is usually noisy. The employee may be exposed to inclement weather, fumes, dust, grease, air contaminants, and hazardous materials and chemicals during the course of work.

## **OTHER CONDITIONS OF EMPLOYMENT:**

Must pass requisite background check. May be required to work a flexible schedule, including nights and/or weekends. May occasionally work extended hours or hours outside of regular schedule. This position is considered a safety sensitive position and requires participation in Santa Cruz METRO's drug and alcohol testing program. This position requires the use of personal protective equipment (PPE) based on the tasks assigned; safety shoes are required at all times.

## **HOW TO APPLY:**

### **APPLICATION PROCEDURE:**

All required application forms may be downloaded from the Web site: <http://www.scmted.com>. Application packets may also be obtained at 110 Vernon St., Santa Cruz, CA 95060. Applications must be submitted to Human Resources office by 4:00PM on the closing date. **An original and current "H-6" driving record from DMV (dated no more than 30 days) must be submitted with the completed Santa Cruz METRO application form or the application will be rejected.** Equivalent driving records within the last ten years from out of state must also be obtained and submitted. For questions please call (831)420-2542. Santa Cruz METRO is an AA/EOE.

### **The following forms are required for this position:**

- Employment application form
- Employment opportunity questionnaire
- DMV H6 Report notification and release
- Current H6 DMV printout (see application procedure)