



**Department:** Motor Pool  
**Prepared By:** Personnel Officer

**FLSA Status:** Non-Exempt  
**Prepared Date:** Jan 19, 2017

**JOB TITLE:** Motor Pool Assistant

**SUMMARY:**

The Motor Pool Assistant is engaged in a variety of routine, semi-skilled maintenance and repair of tools, equipment, and vehicles. The Motor Pool Assistant may be required to perform related clerical work and deliver and transport vehicles and parts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:**

- Perform routine vehicle maintenance such as oil changes, lubrication, tire changes and repairs, and minor component replacements.
- Perform routine clerical work such as filling out equipment logs, preparing requisitions, and filing.
- Assist in transporting vehicles to and from various repair locations.
- Order and deliver automotive parts.
- Other duties as assigned.

**OTHER JOB EXPECTATIONS:**

- Interpersonal skills.
- Correct written and spoken English.
- Clerical duties.
- Safe working practices.

**MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or general education degree (GED).
- Prefer prior experience in truck/automotive repair industry.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid California Driver's license, Class B preferred.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.



#### **PHYSICAL DEMANDS:**

- Sitting, standing, stooping, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Must occasionally lift and/or move excessive weight.
- Will be required to enter and exit vehicles of varying sizes on a regular basis.
- May be required to stoop, genuflect, or crouch as well as work in a prone position on back under vehicles.
- May be exposed to compressed air and other loud noises customary to shops and garages.
- Must occasionally lift and/or move up to 50 pounds.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT:**

- Works in both inside and outside environmental conditions.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.
- Occasionally exposed to outside inclement weather conditions.
- Noise level is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.