



Employment Opportunity

P/T MAINTENANCE WORKER III – AUTOMOTIVE AIDE

THE POSITION

Under general direction from the Building Maintenance Supervisor, Building Specialist - Mechanic, or Building Maintenance Worker II, the Part-time Maintenance Worker III – Automotive Aide performs a variety of tasks related to the care, cleaning, and maintenance of Park District vehicles and equipment, and other related duties as assigned. This position works up to 16 hours per week with flexible hours. The work shift start time may be adjusted to accommodate the selected individual schedule but all work performed must be accomplished between the hours of 7:00 a.m. to 2:30 p.m., Monday through Friday. High School students are welcome to apply as summer employment.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

- Washing and waxing of Park District vehicles and equipment
- Vacuuming and detailing vehicle interiors.
- Checking and fueling of Park District vehicles and equipment
- Checking vehicle fluid levels and refilling fluid levels as necessary
- Checking and replacing wiper blades
- Checking air tire pressure and tire wear
- Checking and replacing vehicle, equipment, and trailer bulbs
- May assist Building Specialist – Mechanic with routine vehicle maintenance and repairs
- May assist Building Maintenance Worker II with routine motorized landscape equipment maintenance and repairs
- This position may be call upon to perform other minor building maintenance duties (custodial services) in the absents of regular fulltime and part-time personnel

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires common working knowledge in the care and maintenance of cars, trucks, vans, and other motorized vehicles; adequate proficiency in reading, understanding, and speaking basic English; level of knowledge, skill and ability in the area of automotive maintenance that allows this person to make a meaningful contribution towards the District's goals and objectives; ability to be an excellent member of the team and also to work independently; ability to sustain an acceptable level of productivity.

License / Certification: Applicants must be sixteen (16) years of age and older with a valid California driver's license and good driving record required. If selected for employment, the applicant must provide a Motor Vehicle Report (MVR) (dated within the last 30 days) from the Dept. of Motor Vehicles.

PHYSICAL ACTIVITY REQUIREMENTS

Position will require standing or walking 80% of the time or more; occasional to frequent bending, kneeling, squatting, reaching overhead or stretching and working on uneven terrain. There will be occasional crawling or climbing ladders and/or stairs; some lifting of 30 pounds or more and occasional to frequent lifting, carrying, pushing/pulling loads of 0-60 pounds; frequent handling and dexterity. This position may be required to operate (for servicing and repair) some or all of the following equipment: power mowers, edger's, blowers, weed eater, tractor, rototiller, sprayer, chain saw, stump grinder, trencher, trailers, and District vehicles.