



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Codes: 8306

AUTOMOTIVE SERVICE WORKER
GRADE D

SCOPE OF WORK:

Work involves servicing, maintaining, and repairing motor vehicles and other equipment.

DUTIES PERFORMED AT ALL LEVELS:

- Service vehicles by checking, maintaining, or replacing fluids; lubricating bearings, u-joints, etc.; and performing other tasks to maintain vehicles.
- Vacuum, wash, and polish vehicles.
- Maintain and replace batteries, belts, wiper blades, lights, filters, spark plugs, hoses, etc.
- Repair, replace, and balance tires.
- Prepare new vehicles with undercoating, decals, plates, etc.
- Prepare used vehicles and equipment for sale by removing decals and plates.
- Pick up and deliver parts for the maintenance shop.
- Complete required records and reports.
- Perform custodial duties by maintaining the service area, building, and grounds.
- Perform minor tune-ups including adjusting timing, replacing points, repairing ignitions, etc.
- Perform minor repairs such as replacing pumps, starters, alternators, exhaust systems, u-joints, struts, shocks, brakes, etc.
- Install and remove two-way radio systems and safety systems.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and one year of automotive service experience.

Eff. Date: 07/76

Rev: 08/92 – Rewritten; pay equity study

Rev: 03/98 – Rewritten in current format

Rev: 06/13 – Revised scope of work and duties and eliminated 1st. Job Evaluation Committee evaluated factoring.