

## Auto Servicer

FLSA Status: Covered  
Bargaining Unit: Portland City Laborers 483 (PCL)

### General Summary

Positions in this broad class care for and transport vehicles.

### Auto Servicer - 30000096

#### Distinguishing Characteristics

This is a single level class.

#### Typical Duties/Examples of Work

1. Cleans vehicles inside and out using soaps, cleaners, waxes, vacuum cleaners and pressure washers.
2. Fuels vehicles; checks fluid levels and replenishes, as necessary.
3. Performs minor maintenance such as oil and tire changes.
4. Transports vehicles to and from various locations as needed.
5. May perform vehicle procedures related to vehicle impound if assigned to Police Bureau, including maintaining physical and computer records.
6. Performs related duties as assigned.

#### Required Knowledge, Skills and Abilities

Knowledge of: basic vehicle maintenance

Ability to: operate various types of vehicles safely; communicate effectively; establish and maintain effective working relationships with co-workers

Skill in: performing light maintenance of vehicles

#### Special Requirements

Valid driver's license.

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study  
1998-99. This class is composed of the following classes:

1232 Automotive Service I Adopted: 11-21-78

June 2009 - Change Job Class number from 1232 to 30000096, due to system  
change.

7-1-17 Union changed from DCTU to PCL

**Working Conditions**

Work in this class is typically performed in a shop environment, with some work performed in a field environment. Incumbent is typically required to lift up to 50 pounds; to work outdoors as required in all weather conditions; to wear protective gear; to work with hazardous materials.