

## GARAGE ATTENDANT

GENERAL STATEMENT OF DUTIES: Dispenses oil and gas; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision, this position performs simple routine work requiring some knowledge of the maintenance and care of automotive equipment. Incumbents of this class are responsible for dispensing fuel, basic servicing of automotive equipment and maintenance of garage areas. Supervision is not an aspect of this position.

EXAMPLES OF WORK: (Illustrative Only)

Checks main fuel supplies and, as necessary, records usage;

Dispenses oil and gas;

Checks oil level and, as necessary, adds oil;

Checks and fills vehicle fluid levels;

Checks radiators and replenishes or changes anti-freeze, etc.;

Washes and polishes cars, trucks and other automotive equipment;

Assists mechanics, on occasion, with simple tasks;

Answers phone in garage and, as necessary, takes messages;

Maintains simple records of vehicle fuel consumption;

Maintains garage appearance;

May change and repair tires;

May obtain automotive replacement parts.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of basic automotive care; ability to make routine check of gas, oil, battery, tires, etc.; ability to get along with people; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and six months of automotive related work experience or gasoline service station experience; or (b) four and one-half years of automotive related work experience or gasoline service station experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

Town of Greenburgh (\*), Village of Mamaroneck (\*)  
City of Peekskill  
School Districts  
J. C.: Competitive (City of Peekskill)  
          Non-Competitive (\*)  
          Labor (School Districts)

Job Class Code: 0438  
Schools: S438