NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Automotive Service Worker	52121C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from equipment maintenance superintendent, or highway maintenance superintendent, dispenses gas & oil, checks batteries, oil & cooling systems, fan belts & tires & cleans windshields;

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	26-46	Dispenses gas & oil, checks batteries, oil & cooling systems, fan belts & tires & cleans windshields.	Ability to (1) carry out simple instructions, (2) recognize safety warnings, (3) work alone on most tasks, (4) demonstrate physical fitness.
2	14-20	Assists mechanics with minor repairs of automobiles & trucks (e.g., grease & oil changes, changes tires, cleans parts & applies undercoating).	Ability to 3, 4, (5) carry out detailed but basic or written instructions, (6) follow basic oral instructions.
3	37-57	Performs miscellaneous duties (e.g., unloads garage supplies; washes & polishes exterior of autos & trucks; cleans interior of autos; cleans garage floor; orders, samples & measures gasoline &/or diesel fuel; maintains reports & completes forms on usage of gas & oil; acts as security guard).	Ability to 3, 4, (7) deal with problems involving few variables within familiar context, (8) add, subtract, multiply & divide whole numbers, (9) maintain accurate records.

(365)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: Works outside exposed to weather; exposed to gas fumes & dust.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary.

TRAINING & DEVELOPMENT: