



## **PUBLIC SERVICES SPECIALIST**

### **DEFINITION**

Under immediate supervision, provides general support to the mechanics in the City's automotive shop by providing basic assistance on various repairs, cleaning the shop, operating City Vehicles, and cleaning and refueling shop City trucks and vehicles; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision.

### **CLASS CHARACTERISTICS**

This is a temporary, part-time, at-will classification that provides routine and basic duties in the City's automotive shop. Temporary employees typically work less than twenty-eight (28) hours per week, not to exceed 990 hours in a fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). The expected duration of the employment is six (6) months or fewer, dependent on the needs of the City. Temporary employees are not eligible for benefits, excluding those benefits prescribed by law.

### **ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Cleans the shop and related equipment by removing trash, mopping, restocking supplies, and emptying oil drain buckets.
- Operates a City vehicle to pick-up and deliver parts.
- Drives and delivers fleet vehicles to different City locations or vendors.
- Cleans and refuels shop trucks and fleet pool vehicles.
- Provides basic assistance to equipment mechanics on various repairs.
- Refills hydration station at the Corp Yard and reports when additional water is needed.
- Performs related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Basic auto shop operations or automobiles, trucks, tractors, and other power-driven equipment.
- Safe driving rules and practices.
- Methods, materials, and equipment used in cleaning of buildings.
- Techniques for providing a high level of customer service to members of the public and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

**Ability to:**

- Learn to perform basic fleet maintenance duties.
- Understand and carry out oral and written instructions.
- Identify potential safety hazards in assigned work areas.
- Safely operate various maintenance vehicles and equipment.
- Safely and effectively use and operate hand tools, power tools, and equipment required for the work.
- Operate and maintain a variety of custodial equipment.
- Work independently in the absence of supervision.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and good judgment within general policy, procedural, and legal guidelines.

**Education and Experience**

Equivalent to graduation from high school;

AND

Three (3) months of experience performing routine repairs of automobiles, trucks, or power-driven equipment or providing assistance in an automotive shop environment.

**Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform light maintenance duties around machines, to climb and descend ladders, and to operate varied hand and power tools; the ability to operate a motor vehicle to visit various City; vision to read printed material and view a computer screen; hearing and speech to communicate in person and over the telephone; finger dexterity to operate standard office equipment, operate above-mentioned tools and equipment, and access, enter, and retrieve data using a computer keyboard and calculator; possess the ability to bend, stoop, kneel, reach, and climb to perform work and inspect work sites; and possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds (anything in excess would require the use of proper equipment and assistance from other staff). Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards,

and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

**Emergency Service Workers:** All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

*This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.*

Adopted	December 2023
Revised	N/A
FLSA	Non-Exempt