CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 651.1

Job Title: **CAR ATTENDANT**

Pay Grade: 5

GENERAL SUMMARY:

Provides maintenance, service and repair of fleet vehicles.

RESPONSIBILITIES:

- Cleans and services vehicles.
- Performs minor tune-ups and minor emergency repairs.
- Repairs and replaces tires.
- Maintains and tracks inventory in mobile service shops.
- Transports vehicles to dealerships for warranty work.
- Prepares and maintains reports and records.
- Picks up and delivers lubricants and other materials.

SPECIFICATIONS:

KNOWLEDGE:
Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through 9 to 11 years of formal schooling. No special knowledge of any subject area or technical field is required. Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:
No experience is required.

COMPLEXITY:
Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of simple actions.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:
Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:
There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Car Attendant
Car Attendant Leader
Car Attendant Supervisor

Effective: October 1990
Revised: March 1994
Revised: November 2024