

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Garage Attendant

CODE NO.: 00110

GRADE: 002

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform a variety of duties incidental to the servicing and maintenance of automotive vehicles. Maintain facilities and equipment in a clean, orderly and safe condition.

ASSIGNED DUTIES:

1. Perform minor preventative maintenance and repairs on automotive vehicles, including such duties as:
 - a. Minor adjustments and repairs to ignition, fuel and electrical systems.
 - b. Replace shock absorbers.
 - c. Install or repair exhaust system equipment.
 - d. Change thermostats, check and install antifreeze and batteries.
 - e. Inspect equipment as required.
 - f. Change oil and oil filters and lubricate according to specifications.
 - g. Wash and polish as directed and check tires for wear and other damage.
2. Perform such duties as necessary to keep garage facilities, equipment and material in a safe, orderly and clean condition.
3. Prepare records and reports as required including "Garage Repair Order Form #1271" as per DOT regulations.
4. Make minor repairs to equipment in the performance of assigned duties, keeping the equipment in safe and proper working condition.
5. May perform other duties as required in higher or lower classification.