

VEHICLE MAINTENANCE TECHNICIAN

GRADE: 3 Full Time

REPORTS TO: General Manager

POSITION REQUIREMENTS: Education and experience in automotive mechanics, as well as knowledge of shop and garage safety. High school diploma preferred. This position must have experience and knowledge of shop organization. Knowledge of the operating principles of gasoline engines and motorized equipment and of the mechanical repair of large vehicles and similar equipment; a minimum of three years of experience to include the ability to change oil, grease; and the ability to prepare, organize and maintain work records such as inventory, detailed maintenance records, and such other data as necessary for fleet management. The Vehicle Maintenance Technician as safety-sensitive employee is subject to the provisions of federal regulations pertaining to drug and alcohol testing. Demonstrated ability to perform general cleaning and sanitation. This position must be able to lift seventy-five pounds.

SUMMARY: Performs routine maintenance for entire AASC fleet; ensuring that the shop area is maintained and work is performed in compliance with OSHA requirements; assists on road calls over the entire service area if needed, and other such similar work required to ensure that vehicles are maintained in optimum operating condition. Provides vehicle cleaning services, which includes all buses and agency vehicles, as needed. Keeps the facility and work area in clean and orderly condition.

This position's working environment includes handling various chemicals such as oil, antifreeze, brake fluid and all other related chemicals needed in a mechanical shop. The Vehicle Maintenance Technician comes in contact with exhaust fumes and other fumes related to equipment.

DUTIES AND RESPONSIBILITIES:

- Perform preventative maintenance procedures on all vehicles and equipment
- Maintains work order information, including entering stock used, mechanic labor, vendor service and parts using legible writing and some computer keyboard data entry
- Performs maintenance on administrative vehicles on all components, including mechanical, electrical systems, minor body, and interior repairs
- Performs detailed pre-inspection prior to taking vehicles for state inspection
- Assists on road calls
- Provides advice on vehicle condition, performance and quality
- Responsible for keeping abreast of changes in vehicle technology
- Participates in training as necessary for maintaining all current vehicles.
- Clean interiors of vehicles as needed
- Clean exterior of vehicles as needed
- Keep work area clean and organized
- Empty trash containers daily

- Clean restrooms and other parts of the facility when requested, to include but not limited to, mopping and disinfecting.
- Keep outside of facility (sidewalk, parking lot) of debris
- Mows and trims lawn, using mowers and hand and power trimmers as needed.
- Focus on safe work area and practices
- Perform all other duties as assigned by Management.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable education and experience in automotive mechanics
2. Considerable knowledge of shop and work area safety
3. Strong knowledge of the operating principles of gasoline engines and motorized equipment
4. Three years of experience to include the ability to change oil, grease and general maintenance
5. Ability to prepare, organize and maintain work records in detail
6. Good interpersonal communication skills
7. Ability to work independently with minimal supervision
8. Must be able to lift 75 pounds.