

VEHICLE MAINTENANCE TECHNICIAN

SUMMARY/PURPOSE

Under general supervision, perform a variety of basic maintenance and repairs of gas and diesel powered passenger vehicles, vans, SUVs, and Light Trucks (Class 1 & 2).

DISTINGUISHING FEATURES OF THE CLASS

This classification is distinguished from the Vehicle Repair Specialist by the amount of guidance and instruction needed to perform duties as assigned and is not expected to function at the same proficiency or skill level as the Vehicle Repair Specialist. This position exercises less independent discretion and judgment related to work procedures and methods and is a journey-level position tasked with ensuring vehicles and equipment are fully functional and available for use in the best possible condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Perform basic inspection, repair, and preventative maintenance on vehicles and equipment including, but not limited to: lubrication and oil changes, battery maintenance and replacement, ensures proper fluid levels, tire changes and repair, brake maintenance and repair, changing spark plugs, light bulbs, belts, and other basic vehicle repairs.
2. Perform safety inspections of vehicles and equipment.
3. Perform routine repair work based on inspections and immediately report any safety concerns or priority work discovered to the Leadworker or Vehicle Repair Specialist.
4. Perform basic auto electrical work (battery/charging issues, lighting, ignition issues).
5. Road Testing, pickup and delivery of vehicles to customers, on the road repairs.
6. Perform emergency and afterhours vehicle repairs as necessary.
7. Clean and maintain vehicles, equipment, tools, and the work area as necessary.
8. Maintain all required written and electronic records.
9. Perform related duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Vocational degree as an Automotive Service Technician, Automotive Technician or related, AND one (1) year of verifiable experience performing basic repair and maintenance on passenger vehicles and trucks in an established repair facility; OR
 - B. A combination of three (3) years of education, experience, or training considered by Human Resources to be equivalent to the above.
2. License Requirements
 - A. Possession of a valid Minnesota Class D Driver's License or equivalent.
 - B. Ability to obtain and maintain forklift certification within probation period.
3. Knowledge Requirements
 - A. Intermediate level of troubleshooting and repair practices and principles.
 - B. Knowledge of the principles, methods, equipment, and tools used in the maintenance and repair of vehicles and equipment.
 - C. Knowledge of all applicable safety standards and procedures.
 - D. Operation and maintenance of a variety of hand, power, mechanical and computer diagnostic tools and equipment.
 - E. Computer applications related to Fleet Services operation.

4. Skill Requirements
 - A. Skill in inspecting and diagnosing malfunctioning vehicles and equipment.
 - B. Skill in performing routine maintenance on vehicles and equipment.
 - C. Skill in performing repair work on vehicles and equipment.
 - D. Skill in disassembling and assembling vehicles, equipment, and system components.
 - E. Skill in the use of hand and power tools.

5. Ability Requirements
 - A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - B. Ability to read and interpret technical manuals.
 - C. Ability to record information about vehicles and equipment using the appropriate system or form.
 - D. Ability to acquire increasingly complex mechanical and repair skills.
 - E. Ability to acquire and maintain a valid Minnesota Class A or B Driver's License or privilege if requested.

6. Physical Ability Requirements
 - A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - B. Ability to work outside year around in inclement weather.
 - C. Ability to attend work on a regular basis.
 - D. Ability to perform HEAVY work (lifting 100 pounds maximum and/or frequently lifting and/or carrying objects weighing up to 50 pounds).

HR: HD	Union: Basic	EEOC: Service/Maintenance	CSB: 06/06/2017	Class No:
WC: 5506	Pay: 25	EEOF: St/Highways	CC:	Resolution: