



## **Fleet Maintenance Technician (9916)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 13

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to service and repair vehicles and equipment owned and operated by Bulloch County.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Operates or uses various machinery, equipment, power tools, hand tools, and supplies to complete work assignments: operates and maintains vehicle maintenance equipment; maintains a mechanics tool set; and maintains vehicle-specific tool kits.

Performs vehicle inspections: inspects and tests all vehicle systems, including drive train, engine operation, transmission operation, suspension, steering, brakes, electrical system, HVAC and emissions; completes or revises work order for repairs; obtains required parts; may perform emission tests per frequency and criteria specified by state law; inspects and tests completed work; and updates required records.

Performs scheduled preventive maintenance: changes oil, air filters, fuel filters, and windshield wipers as required; inspects tires for wear or damage; and arranges replacement as needed.

Repairs vehicles: gathers information from vehicle operator reports, fault codes and other diagnostic data; troubleshoots and diagnoses problems; identifies items needing repair; completes required repairs; and ensures vehicle operation and performance is within specified limits.

Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, performing minor equipment repairs, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop or work areas: monitors equipment operations to maintain efficiency and safety; and reports faulty equipment.

Performs other related duties as required.

### **Minimum Qualifications**

High School Diploma or GED required, with vocational or technical training in automotive repair, golf industry equipment repair, and/or small engine repair (depending upon assignment) or a related field; supplemented by three years of experience in automotive maintenance and repair; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert moderate to heavy physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-40 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, bright/dim lights, and toxic agents.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice. (Created July 2019)*