

JOB DESCRIPTION

TITLE: Fleet Operations Technician I
SUB-TITLE: Automotive Servicer
DIVISION/UNIT: Fiscal Division/Fleet Operations Unit
REPORTS TO: Crew Leader, Fleet Operations Unit
DATE: October 2006 **PAY RANGE:** 11 **FLSA:** Non-Exempt

Job Objectives: (Purpose of the position.)

To provide basic preventive maintenance and minor repair services for departmental vehicles to include the operation of towing department vehicles and emergency roadside service.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Services and repairs departmental vehicles; may include tasks such as under hood fluid checks, "A Services" (14 point safety inspection, lube, filter, oil change), minor electrical repairs and tire repairs.
2. Responds to service calls, such as parts runs, tow calls, flat tire calls, jump-starts, and gas delivery; involves use of street guides and city maps.
3. Performs clerical support tasks requiring written communication skills; such as completing gas and A Service sheets, inventory list, and tire replacement tags.
4. Provides maintenance for gasoline pumps, service/shop equipment and related auxiliaries.
5. Performs station janitorial work, such as cleaning the garage, office, and rest rooms.
6. Performs related duties as required.

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent, and a valid driver's license.

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To successfully obtain a Missouri State Inspectors Permit within one (1) year of hire date.

Position requires very heavy lifting (over 50 pounds) approximately 5% of the time, and heavy lifting (20 to 50 pounds) approximately 15% of the time. Will drive a motor vehicle approximately 20% of the time.

Job Location: (Place where work is performed.)

Position operates in a service garage; will operate motor vehicles in all weather conditions.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Towing equipment
- Service truck and on board equipment (air compressor)
- Miscellaneous service station tools and equipment