

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Vehicle Maintenance Technician**
Department: Street

FLSA Status: Non-Exempt
Union Status: Represented
Updated: February 2018

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

The Vehicle Maintenance Technician is responsible for maintaining the City's vehicles, facilities and mechanical systems, to ensure their overall reliability for use. The Vehicle Maintenance Technician performs all routine preventative maintenance, testing, diagnostics, fabrication, electronics, body shop, service and repair work (ranging from minor vehicle and equipment service to major repairs) and keeps records of expenditures and service completed on all City vehicles and mechanical systems.

SUPERVISION RECEIVED:

The Vehicle Maintenance Technician must be self-motivated and works under the general supervision and direction of the Street Superintendent.

SUPERVISION EXERCISED:

The Vehicle Maintenance Technician may supervise or direct the work and activities of other staff as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform preventative maintenance inspections, service functions, emergency service, and repairs as needed to vehicles and facility mechanical systems to assure operational readiness at all times.
- Inspect vehicles and mechanical systems for defects and test vehicles to ensure that they meet all performance specifications and safety standards.
- Coordination of preventative and long-range maintenance plans and schedules for the repair and servicing of City vehicles and equipment, including installations or repairs as required by safety and code compliance inspections.
- Prepare, maintain and update vehicle repair records, keeping an accurate accounting of service expenditures.
- Oversee the performance testing of vehicles, vehicle components and equipment to assure compliance with specifications and standards.

- Maintain the shop in a clean and orderly condition.
- Provide guidance to personnel on proper operation of vehicles and equipment to reduce breakdowns, undue wear, and premature mechanical failures.
- Perform machinist, welding and fabrication work as needed.
- Operate dump trucks, sanders and other public works vehicles and equipment.
- Operate various machinery and power tools.
- Attend training to maintain qualifications, certifications and licenses as required for the position as well as any other meetings and seminars deemed necessary by the Street Superintendent.
- Respond to emergencies and problems during and after normal working hours as needed, in a timely and efficient fashion, and may be required to be on-call to respond to emergencies.

EDUCATION AND EXPERIENCE:

Graduate of an accredited high school or GED equivalent, supplemented by extensive journeyman-level courses and training in automotive/mechanical, electrical, and vehicle systems related work with ASE (Automotive Service Excellence) certifications, i.e.: gasoline and diesel engines, air brake systems, suspensions and hydraulics. Minimum of six years' experience in major repair and maintenance of automotive/vehicle and heavy equipment and components and systems. Minimum of five years' experience in diagnostic analysis and troubleshooting of vehicles and vehicle components.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

KNOWLEDGE, SKILLS AND ABILITIES:

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

The City's Vehicle Maintenance Technician is required to have an excellent working knowledge of machinery repair techniques and maintenance procedures. He/she must be familiar with the variety of tools used for vehicle repair and should be skilled in their use. Ability to communicate effectively, both verbally and in writing, is necessary.

SPECIAL REQUIREMENTS:

Possess a valid Washington State Driver's license with a good driving record and a CDL Class "B" and "N" tank endorsement at time of appointment. Be able to successfully satisfy a background investigation. Have a First Aid Card and a Flagger's Card or obtain them within 12 months of hire date.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Motor vehicles, personal computer (word processing and database software), special computerized and electronic diagnostic equipment used in automotive repair and maintenance, Journeyman level hand tools, telephone, portable radios, fax and copy machine, and personal protective equipment including face, eye and hearing protection.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, operate heavy trucks or equipment and/or rotating machinery, move around in a typical office, shop and plant setting, operate typical office equipment and supplies, climb, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others. Visits to field facilities may require walking moderately long distances through steep or uneven ground, including during adverse weather conditions.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee may be required to wear a self-contained breathing apparatus under certain work conditions. This may require the employee to be clean-shaven or have limited facial hair growth to meet state and federal requirements for proper mask seal.

The employee must regularly perform Medium Work – lifting and/or exerting up to 90 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily at the Public Works Department in a shop environment with occasional travel to other city offices, and facilities. The noise level is generally that expected in a typical office/shop environment but will vary at other locations. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner), loud noises, alarms, smoke, vibrations, electrical, chemical, and mechanical hazards, extremes in temperature, and potentially caustic chemicals and gases. Other hazards may be encountered while visiting other locations. Work may occur in traffic and on wet, loose, unsanitary and/or uneven surfaces. Work may occur in confined spaces. Wearing vision and hearing protection devices may be necessary.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.
