



Vehicle Maintenance Technician

Reports to: Transportation Director

Classification: Non-exempt

Date: 08/13/2019

Department: Transportation

Status: Full-time

POSITION SUMMARY:

Maintain the operational readiness of all agency vehicles through performance of service. Make mechanical repairs and adjustments on automotive and other power-driven equipment. Utilizing principles and methods in a preventive maintenance program and safe work practices related to mechanical repairs.

ESSENTIAL FUNCTIONS:

- Inspect, diagnose and locate mechanical problems on company automobiles, buses, vans, or other mechanical equipment.
- Determine extent of necessary repairs.
- Make arrangements for major repairs to include complete overhauls on engines, transmissions, differentials and gearboxes.
- Perform or make arrangements for all phases of automotive repair, including tune-ups; tire repair, electrical diagnostics and repair, brake work, engine diagnostics, safety inspections, general servicing, and oil changes and lubrications.
- Responsible to haul and retrieve agency vehicles in or outside the service area.
- Purchase and maintain oils, lubricants, and automotive parts necessary for daily operations of the maintenance facility.
- Submit weekly all maintenance work orders and inventory utilization reports accurately, legibly and timely.
- Maintain records of work orders including time and materials.
- Clean and maintain the maintenance facility daily.
- Ensure all cars issued are clean and in good condition.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory training and staff meetings.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Complete required documentation and reports.
- Maintain and assures confidentiality and privacy of SEK-CAP, Inc. customers.
- Uphold and promote the Code of Ethics, Core Values, and Mission Statement of SEK-CAP, Inc.
- Support management decisions both in actions and words.
- Other duties as assigned.
- Obey all traffic regulations and SEK-CAP's vehicle usage policy.

KNOWLEDGE AND EXPERIENCE:

Essential:

1. Basic computer skills on IBM compatible P.C. systems and software.
2. Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems.

3. Superior interpersonal skills. Ability to get along with diverse personalities. Tactful, mature, and flexible.
4. Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing.
5. Resourceful and well organized.
6. Must be of excellent moral character.
7. Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
8. Ability to learn and adapt.

Desired:

1. Principles and methods used in a preventive maintenance program.
2. Safety practices related to mechanical repairs.
3. Record keeping practices related to mechanical repairs.
4. Ability to work productively in the absence of a supervisor.

EDUCATION AND QUALIFICATIONS:

1. High School diploma or GED is required with a minimum of 5 years recent full-time experience in making minor and major repairs to a variety of automotive equipment.
2. Vehicle Computer Diagnostic Certification.
3. Must be a minimum of 21 years of age.
4. Successfully complete a pre-employment drug and alcohol test.
5. Submit to and pass standard criminal history check.
6. Submit to and continually pass random drug screen testing program as required by Kansas Department of Transportation.
7. Possess current, valid commercial driver's license and meet agency insurance underwriting guidelines.
8. Submit to and continually pass a Kansas Department of Transportation physical and renew as needed.
9. Obtain CPR & First-Aid certifications.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

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

1. Use hands to finger, handle, or feel;
2. Reach with hands and arms;
3. Sit or occasionally stand; walk and stoop, kneel, or crouch;
4. Regularly lift and/or move up to 50 pounds, and occasionally lift up to 100 pounds;
5. Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus;
6. Occasional exposure to wet and/or humid conditions;
7. Outside weather conditions;
8. Extreme cold and extreme heat;
9. Noise level is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date

