



CITY OF SENECA
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Seneca Motor Pool Department
Position Description
AUTO/TRUCK PREVENTATIVE SERVICE TECHNICIAN

GENERAL PURPOSE

Ensures city vehicles and equipment are properly maintained performing preventative maintenance operations such as oil changes, brake inspections and replacements, tire changing and balancing, inspecting lighting system components and to ensure the safety of all city vehicles. Reports to the Vehicle Maintenance Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Diagnoses mechanical malfunctions of city vehicles and equipment.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Adjusts brakes, aligns wheels, tightens bolts and screws, and reassembles equipment.
- Operates equipment to test its functioning.
- Changes oil, checks batteries, and lubricates equipment and machinery.
- Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- Repairs brake assemblies, machines brake rotors, resurfaces brake drums and related systems.
- Changes and repairs tires and tubes.
- Evaluates status of mechanical equipment and vehicles and performs or schedules needed repairs.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Responsible for general cleanliness and safety of work area.
- Completes work orders.

PERIPHERAL DUTIES

Fills in for other positions in the motor pool as needed

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent plus some, maintenance management, or a closely related field.

Special Requirements

- Valid SC Driver's license

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding.
- Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Working knowledge of parts needed for frequent repairs of city vehicles.
- Skill in operation of listed tools and equipment.

- Ability to establish and maintain effective preventive maintenance programs, policies and procedures.
- Ability to maintain accurate service work order records.
- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.
- Ability to diagnose equipment malfunctions.

TOOLS AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes. Power and hand tools and equipment for vehicle and mechanical system work. Mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles. Electronic personal computer, calculator, phone; mobile or portable radio, Electric Grinders, Power Wrenches, Screwdrivers, Soldering Iron, Torque Wrench, Tweezers, Air Compressor, Manuals, Measuring Instruments, Templates, Computer Analyzer, Scopes, Manuals, Hand Tools, Milling Machine, Motor Lift, Mechanic's supply their own tools and toolboxes.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee is occasionally required to walk, sit and talk or hear.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally lift weights up to 100 pounds.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- The employee frequently works near moving mechanical parts or in outside weather conditions.
- The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is moderately noisy to loud.
- Able to travel with others to deliver vehicles and pick up parts outside of city limits as needed.

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 a 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.