



CITY OF SENECA
221 East North First Street
Seneca, South Carolina 29678
(864)885-2700 Fax: (864)885-2701
www.Seneca.SC.US

City of Seneca – Position Description

AUTOMOTIVE, LIGHT, MED TRUCK TECHNICIAN

Motor Pool

GENERAL PURPOSE

Performs diagnostic, repair, and preventative maintenance work on vehicles and equipment to ensure safety, reliability, and compliance. Responsibilities include diagnosing mechanical malfunctions, conducting routine maintenance, repairing or replacing components, and responding to field service needs. Reports to the Vehicle Maintenance Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Diagnose mechanical issues on city vehicles and equipment.
- Perform preventative maintenance tasks such as oil changes, battery checks, brake inspections/replacements, and lubrication.
- Operate a variety of diagnostic instruments, hand, electric, and air-driven tools.
- Disassemble and overhaul engines, transmissions, pumps, clutches, axles, and other major components.
- Inspect and replace lighting systems and ensure vehicles meet safety standards.
- Repair electrical, fuel, hydraulic, air, ignition, brake, transmission, air conditioning and exhaust systems.
- Machine brake rotors and resurface brake drums as needed.
- Change and repair tires and tubes; balance and align wheels.
- Fabricate and weld various metals for equipment repair/modification.
- Test vehicle performance after maintenance or repairs.
- Maintain accurate and complete service work orders.
- Assist with roadside or field repairs as needed.
- Participate in on-call duty rotation during non-working hours.
- Maintain cleanliness and safety of the work area.
- Carry out and evaluate preventative maintenance schedules either personally or via vendors.

PERIPHERAL DUTIES

- Fill in for positions within the Sanitation, Street, or Motor Pool Departments as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent.
- Specialized training in vehicle mechanics, maintenance, or a closely related field.
- Minimum five (5) years of automotive engine experience preferred.
- Preventative Maintenance Technician: General mechanical experience preferred.

Certifications :

- ASE Diesel Certification and/or EVT preferred.

Special Requirements:

- Valid SC Driver's License required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge of gas engines, transmissions, hydraulics, and related systems.
- Understanding of safety protocols and precautions in vehicle maintenance.
- Proficient in the use of diagnostic equipment and repair tools.
- Knowledge of preventive maintenance planning and execution.
- Ability to maintain accurate records and complete work orders.
- Ability to diagnose mechanical and electrical malfunctions.
- Effective verbal and written communication skills.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Ability to interact professionally with staff, vendors, and the public.

TOOLS AND EQUIPMENT USED

- Diagnostic scanners, motorized test vehicles, personal computers, hand and power tools, jacks, hydraulic lifts, torque wrenches, grinders, milling machines, arc and spot welders, air compressors, and other industry-standard repair equipment.
- Employees are required to supply their own tools and toolboxes.

ESSENTIAL SAFETY FUNCTIONS

All employees must comply with city safety policies and procedures, wear required personal protective equipment, follow supervisor instructions, and report unsafe conditions or injuries immediately.

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.