

**POSTING DATE:** 12/12/2017

**CLOSE DATE:**

**VACANCY NUMBER:** 025172

**LOCATION:** Transportation - Oak Ridge - 912

**POSITION:** Fleet Technician

**JOB QUALIFICATIONS:** **Education/Certification:**

- High School Diploma/GED
- Valid Texas commercial driver's Class B license with P and S endorsements (must obtain within 90 days of employment)
- Ability to pass random alcohol and drug test
- Acceptable driving record
- Acquire MACS or ASE refrigerant recovery certification (within 90 days of employment)
- TXDPS Licensed State Vehicle Safety Inspector License (within 90 days of employment)

**Special knowledge/Skills:**

- Ability to perform mechanical needs of fleet maintenance
- Ability to diagnose and repair body electrical, batteries, starting and charging systems
- Ability to meet the physical demands of mechanical repairs
- Ability to work with bus drivers on fleet maintenance
- Ability to operate equipment and tools involved in vehicle repair
- Ability to lift heavy equipment and vehicle parts
- Competent computer, maintenance tracking software knowledge
- Ability to work and communicate well with others
- Knowledge of parts and maintenance on vehicles

**JOB DESCRIPTION:** Perform minor mechanical and electrical repairs with minimal supervision and assist with major repairs to ensure safety and proper performance of all district vehicles.

**DUTIES AND RESPONSIBILITIES:**

1. Provide and maintain a personal basic hand tool set (screwdrivers, hammers, hand wrenches, socket sets, etc.) needed to perform tasks assigned.
2. Responsible for the care and upkeep of all shop tools and equipment.
3. Responsible for checking safety problems on the buses.
4. Evaluate mechanical problems in vehicles using diagnostic equipment.
5. Perform preventive and routine maintenance on vehicles and equipment based on established schedules.
6. Perform minor repairs to mechanical, electrical, and cooling and heating systems.
7. Mount and dismount tires, repair lighting, seats, and windows as needed.
8. Responsible for the completion of assigned work orders.
9. Provide complete and clear description of parts and labor operations.

10. Perform welding and minor body work.
11. Continue education and certification to maintain the very best level of bus and automotive service excellence.
12. Responsible for maintaining a clean and safe work environment.
13. Promote professional and friendly atmosphere.
14. Operate tools and equipment according to prescribed safety procedures.
15. Assist in keeping shop, equipment, and tools in safe operating conditions.
16. Operate buses as needed.
17. Operate department vehicles as needed.
18. Regular and punctual attendance.
19. Work irregular hours as needed.
20. Other duties as assigned.

**REQUIRED EXPERIENCE:**

- Two (2) years in auto and/or truck/bus maintenance, diagnostics, and repair
- Auto-air-conditioning repair background

**OTHER INFORMATION:**

**Mental Demands/Physical Demands/Environment Factors:** Ability to read, communicate verbally, understand verbal and written directions, and work with minimal supervision. Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Ability to operate power and hand tools. Work outside and inside. Exposed to extreme temperatures, dust, fumes, and odors. Exposed to mechanical, electrical, and chemical hazards. Work around moving objects of vehicles.

**APPLY TO:**

To apply for this position, click "login" above. Additionally, once you've logged into your WinOcular application, upload your current resume and letter of interest and ensure your application is updated. Current employees must apply using the internal system. **Directors have requested no telephone calls, please.**

**SALARY:**

**PAY GRADE:** AUX - 7 - Minimum hourly rate - \$20.59

**DAYS:**

226

**GROUP / GRADE:**