

## **ROADS DIVISION SERVICE TECHNICIAN**

### **MAJOR FUNCTION**

This is a semi-skilled position ensuring all Roads Division assigned county cars, light trucks, heavy truck, light, medium, and heavy equipment is serviced, lubricated, and maintained in par condition.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Services and performs preventive maintenance on all assigned county vehicles and equipment. Service includes a visual inspection of the entire vehicle or equipment, checking proper fluid levels, changing oil, air and fuel filters, and lubricating in accordance with equipment or vehicle specifications.
- Lubricates chassis.
- Transport equipment from work sites to yard, yard to work site, or to and from fleet for repairs.
- Handles hazardous and non-hazardous materials required for servicing and maintaining county vehicles and equipment and the cleaning of those vehicles and equipment.
- Operates pressure washer, uses solvents and chemicals related to the mechanical trade.
- Ensures that all running and safety lights are in proper working condition, change bulbs or lenses, make other small repairs when discrepancies are found and returns to par condition.
- Provides on-site lubrication service.
- Replace worn or cracked hoses, belts, and light bulbs on vehicles.
- Schedules and coordinates vehicles and equipment repairs and service with Fleet.
- Must be able to respond to emergency and after hour calls including nights, weekends, and holidays.
- Performs pre-maintenance and post-maintenance inspection of repaired or serviced equipment, to include test-driving.
- Operates computer to retrieve work information on the vehicle that is assigned for repairs and to record work completed.

## **ROADS DIVISION SERVICE TECHNICIAN**

- Keep service vehicle clean and free of all trash and old used filters and dispose of waste materials properly in accordance with federal, state, and local rules and regulations having jurisdiction.
- Required to report to assigned location at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

This position may supervise small work groups to carry out assignments or as needed.

### **EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS**

#### **Education and Experience**

High School diploma or general education degree (GED). Vocational training preferred, and two years related experience or training, or equivalent combination of education and experience.

#### **Licenses**

Valid Florida Class A CDL Driver's license.

#### **Certifications**

Hazardous Material (8 hour)  
Maintenance of Traffic (MOT) Intermediate  
National Incident Management System (NIMS) IS-700  
CPR  
Or the ability to obtain within 12 months of hire date.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals.
- Ability to write routine reports and correspondence.

## **ROADS DIVISION SERVICE TECHNICIAN**

- Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Problem Solving Abilities**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

### **Specialized Skills and Abilities**

- Strong organizational skills, and the ability to communicate clearly and concisely both orally and in writing.
- Willing to cross train within the department.
- Considerable knowledge of automotive tools, fluids, parts, supplies and related materials used in the preventive care, refurbishment, and repair of automotive vehicles and equipment.
- Working knowledge of practices and methods of automotive and heavy equipment mechanics.
- The ability to access, input, and retrieve information from a computer.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

To accomplish the tasks of this position, the employee will be required to operate the following machines and equipment: Ability to operate all heavy, medium, light equipment

**ROADS DIVISION SERVICE TECHNICIAN**

and vehicles, inventory management equipment, computer, calculator and other general office machines.

**PHYSICAL DEMANDS**

While performing the duties of this position , the employee will occasionally be required to sit, climb or balance, stoop, kneel, crouch, or crawl, and smell, and lift up to fifty pounds; will regularly stand and walk, and will frequently be required to use hands to finger, handle or feel, reach with hands and arms, talk or hear. Special visual requirements are close, distance, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this position, the employee will occasionally be exposed to moving mechanical parts, toxic or caustic chemical, fumes or airborne particles, and outdoor weather conditions. The noise level will be loud.

Established: 10/2006  
Pay Grade: 10  
Job Description Number: 8081

Category: 8  
Status: NE  
Revised: