

SERVICE TECHNICIAN 3

CODE: 4923

THOMAS COUNTY, GEORGIA

GRADE: 15

JOB DESCRIPTION

**JOB TITLE: SERVICE TECHNICIAN 3
FLEET SERVICES DEPARTMENT**

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and semi-skilled technical work for Fleet Services Department. Work involves performing advanced maintenance of equipment and vehicles throughout the County during the workday. Employee must have an advanced knowledge of mechanical diagnostics, air conditioning systems, and electrical systems. Employee must also have advanced knowledge of drive trains for cars and trucks. Employee must exercise initiative and some independent judgement in completing assigned tasks. Employee must also exercise tact, courtesy, and firmness in working in contact with customers and the general public. Reports to the Shop Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs advanced diagnostics on cars or trucks; Makes oil changes on vehicles and equipment; performs preventive maintenance work; and performs brake jobs. Uses advanced and basic mechanical tools, wrenches, lube grease, and antifreeze. Maintains on-call hours for all County equipment to perform service.

Receives and/or generates various records and reports including daily activity log, equipment mileage reports, and various other records, reports, memos, correspondence, etc. Refers to mechanic book, policy and procedure manuals, parts manuals, codes/laws/regulations, publications and reference texts, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, Detail Officers, other County employees, co-workers, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 3 to 5 years of advanced experience in vehicle and equipment maintenance or an equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Four or more Advanced Service Excellence (ASE) mechanical certifications are preferred. Must possess a valid Georgia driver's license.

Revised: 16 October 2024

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of vehicles and light equipment, including air compressors, shovels, rakes, hand tools, etc. Must be able to stand for several hours. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Must be able to exert in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects. Physical demand requirements are those for Very Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of work orders, simple forms, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and function

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately.

Manual Dexterity: Requires the ability to handle a variety of items, such as control knobs, switches, levers, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

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Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.