

SERVICE TECHNICIAN

CODE: 4920

THOMAS COUNTY, GEORGIA JOB DESCRIPTION

JOB TITLE: SERVICE TECHNICIAN FLEET SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled and semi-skilled technical work for Equipment Shop Department. Work involves performing maintenance of equipment throughout the County during the workday. 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 Fleet Maintenance Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Conducts the refueling for all County equipment

Repairs and replaces parts on heavy equipment.

Makes oil changes on heavy equipment.

Maintains on-call hours for all County equipment to perform service.

Receives and/or generates various records and reports including daily fuel log, equipment mileage report, 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.

Operates a variety of equipment such as a dirt pan, front-end loader, backhoe, dump truck, motor grader, tractor, bulldozer, steel wheel, excavator, chipper, asphalt distributor, etc.

Uses mechanic tool, wrench, diesel fuel, lube grease, antifreeze, secretarial supplies, 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

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Graduation from high school and 1 to 2 years of experience in maintenance and construction work involving use of heavy equipment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Must have successfully completed required courses and certification such as Commercial Driver's License B and A, National Defensive Driving, Erosion Control, etc; may be required to possess additional certification(s) as deemed necessary by the County. Must possess a valid Georgia driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including backhoes, ditching machines, boring machines, hydro-hammers, air compressors, shovels, rakes, hand tools, etc.. 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

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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.

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.