

Tableland Services, Inc. ~ Community Action Partnership for Somerset County

NAME:
JOB TITLE: Fleet Technician
DEPARTMENT: Transportation

FLSA STATUS: Non-Exempt
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OVERALL PURPOSE:

This position is responsible for maintaining Tableland Services, Inc. fleet of vehicles on ECOLANE, the agency utilized software system to ensure availability of vehicles that are in a safe operating condition.

ESSENTIAL FUNCTIONS:

1. Maintain fleet of vehicles logs on the agency software system

PERFORMANCE MEASURES:

- Establish maintenance schedules
- Document maintenance or repairs
- Supply maintenance records when requested
- Coordinate with administration for the purpose of completing work orders efficiently

2. Ensure fleet of vehicles is in safe operating condition

PERFORMANCE MEASURES:

- Perform routine preventative maintenance e.g., battery condition, brakes, wipers, fluid checks, head lights, tire rotation, and tire replacement
- Follow recommended preventative maintenance schedules
- Review agency software pre and post trip data daily for failures
- Schedule and complete pre or post trip failures promptly
- Diagnose vehicle repairs and potential vehicle malfunctions
- Remove vehicle from service, when deemed necessary, until repairs are completed
- Ensure vehicles maintain acceptable standard of cleanliness and free from debris

3. Manage shop supply inventory

PERFORMANCE MEASURES:

- Ensure commonly used supplies are stocked for availability
- Order and/or pick up needed supplies
- Maintain inventory of supplies on agency software system

4. Maintain tools and equipment in the maintenance garage

PERFORMANCE MEASURES:

- Ensure equipment and tools are available and in safe operating condition
- Request additional equipment or tools when needed
- Maintain inventory of tools and equipment on agency software system

5. Stay up to date with automotive repair and fleet maintenance best practices

PERFORMANCE MEASURES:

- Keep equipment and tools organized and avoid cramped spaces
- Review repair manuals of new vehicles added to the fleet
- Liaising with other professionals

OTHER DUTIES OF JOB:

1. Assist with morning prep of vehicles in winter months
2. Respond to emergency situations for the purpose of immediate safety concerns
3. Perform other related duties as required

SUPERVISION RECEIVED:

Supervision is received from the Transportation Director

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SUPERVISION ADMINISTERED:

This position does not require the supervision of staff

QUALIFICATIONS

EDUCATION

- High School Diploma or GED

EXPERIENCE AND/OR TRAINING

- Safe Driver Training
- Wheelchair Restraint Training

LICENSES OR CERTIFICATIONS

- Mechanics License
- State Inspection License
- Valid Driver's License
- Maintain active personal driver insurance coverage
- Clearances
- Basic CPR and First Aid

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong mechanical aptitude
- Highly eye for details
- Basic math skills for calculations and ratios
- Analyze situations to draw conclusions and problem solve
- General knowledge of combustion engine
- Operate and use a wide variety of job relates tools and equipment

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

HR Representative

Date