

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

Job Title: Fleet Technician

Department: Transportation

Reports To: Fleet Manager

FLSA Status: Non-Exempt

Overall Purpose: The Fleet Technician is responsible for the routine maintenance, inspection, and repair of Tableland Services Inc.'s fleet of vehicles. This role ensures vehicles are safe, reliable, and ready for daily operations by conducting preventative maintenance and addressing vehicle malfunctions promptly. The Fleet Technician logs all activities in the agency's ECOLANE software system installs and operates Fleet Complete system and collaborates with the fleet management team to optimize fleet performance.

Essential Functions:

1. Fleet Maintenance and Recordkeeping

- Maintain detailed records of all vehicle maintenance and repairs using the ECOLANE system.
- Establish and follow maintenance schedules for each vehicle.
- Provide maintenance records and reports as requested by supervisors or regulatory agencies.
- Collaborate with administration and the fleet manager to ensure efficient completion of work orders.

2. Vehicle Inspections and Preventative Maintenance

- Perform routine vehicle inspections and preventative maintenance tasks (e.g., checking batteries, brakes, wipers, fluids, tire rotation/replacement, etc.).
- Monitor and adhere to recommended preventative maintenance schedules to prevent mechanical failures.
- Review pre and post-trip inspection data daily for any vehicle issues and take corrective actions promptly.
- Diagnose and repair vehicle issues, escalating complex problems to the Fleet Manager if needed.

3. Repairs and Safety Compliance

- Conduct repairs or adjustments as needed to keep vehicles in compliance with safety standards.
- Remove any vehicles from service that do not meet operational or safety standards until repairs are completed.
- Ensure vehicles maintain a high standard of cleanliness and are free of debris.

4. Inventory Management and Shop Support

- Assist in managing shop supply inventory by ensuring commonly used parts and materials are stocked.
- Order, track, and pick up supplies as necessary to ensure continued vehicle operation.
- Maintain tools and equipment in the maintenance garage, ensuring they are safe and operational.

5. Professional Development and Best Practices

- Stay up to date with industry best practices in fleet maintenance and repair.
- Review vehicle repair manuals, especially for newly added vehicles in the fleet.
- Maintain an organized and safe working environment, ensuring tools and supplies are properly stored.

6. Teamwork and Adaptability

- Collaborate with other team members and the Fleet Manager to resolve issues and improve processes.
- Adapt to organizational needs and contribute to improvements in fleet management and maintenance practices.
- Participate in ongoing professional development to stay current with fleet technologies and industry standards.

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

Other Duties:

- Assist with preparing vehicles for operation during winter months, such as snow removal and de-icing.
- Respond to emergencies involving vehicle safety, such as breakdowns or mechanical failures.
- Secure the maintenance garage and equipment at the end of each day.
- Perform other related duties as assigned by the Fleet Manager.

Qualifications:

- High School Diploma or GED equivalent

Experience and Training:

- Experience in automotive repair and vehicle maintenance required
- Safe Driver Training and Wheelchair Restraint Training required (or ability to obtain)

Licenses and Certifications:

- Valid Driver's License.
- Ability to maintain active personal driver insurance coverage.
- Basic CPR and First Aid Certification (or ability to obtain).
- State Inspection License or Mechanics License preferred (or ability to obtain).

ADDITIONAL JOB REQUIREMENTS

- Strong mechanical aptitude
- General knowledge of combustion engine
- Operate and use a wide variety of job-related tools and equipment
- Foster a positive, cohesive, and collaborative work culture
- Address and resolve day-to-day operational challenges promptly and efficiently
- Make informed decisions that align with organizational goals and values
- Communicate effectively with co-workers or customers
- Adapt to changes in work environment
- Utilize creativity and organizational skills
- Stay abreast of technological advancements and integrate relevant tools to enhance office efficiency



To excel in this role, one must proficiently execute each vital task. The specified criteria outline the necessary knowledge, skill, and/or ability. Reasonable adjustments may be implemented to facilitate individuals with disabilities in carrying out these crucial functions.

I have carefully reviewed the job description provided and comprehensively grasp the outlined requirements. I am capable of fulfilling the essential functions of the role, whether with or without accommodations. I commit to executing all duties and responsibilities to the best of my capabilities.

Employee Acknowledgment

Supervisor Acknowledgment