



City of Columbus

Applications can be picked up in the Personnel Office at Columbus City Hall, 123 Washington Street, Columbus IN 47201 or obtained online at www.columbus.in.gov on the CareerLink.

Date of Request: 06/15/18

Department: Shop & Garage Department

Position Title: Vehicle Service Technician/ Assistant Mechanic

Name of Supervisor: Director of Public Works

Salary Range: \$17.57/hour - \$26.35/hour

Working Hours: 8am-4pm, Monday-Friday, holidays, weekends & overtime as required

FLSA: N/A

Type of Position: Full-time

Application Deadline: June 29, 2018

General Summary: Vehicle Line Technicians are responsible for performing inspections, diagnostic testing, repairs and maintenance on vehicle fleet to ensure our vehicles are safe and on the road. This position routinely requires moderate to extreme physical exertion and may require prolonged standing, bending, kneeling, squatting, and working in awkward positions. Vehicle Line Technicians are exposed to extreme weather conditions and shop environment, as well as traffic during road calls. The hours and physical demand may vary by location.

Specific Duties/Responsibilities:

1. Diagnose, inspect and troubleshoot issues on vehicles and equipment and make major repairs, i.e. engines, transmissions, hydraulics, electrical system, brake system, etc.
2. Complete preventive maintenance on all DPW vehicles, City vehicles & equipment.
3. Service fleet vehicles per company maintenance schedules and/or from driver vehicle inspection reports.
4. Inspect (brakes, steering, hydraulics, hoses, tires, etc.), lubricate, and service vehicles & equipment.
5. Ensure all safety devices on vehicles are in good working order.
6. Complete adjustments, repairs, and component replacements to vehicles, equipment and related components.
7. Check, fill and/or change appropriate fluids for all vehicle parts and check/change filters.
8. Make service calls on inoperable equipment.
9. Identify and perform repairs and adjustments to various components and operating systems on the vehicles, equipment or related components.
10. Order parts as required.
11. Perform routine housekeeping duties and provide a safe work environment: tools picked up, materials put away, and keep shop and work areas clean.
12. Professional interaction with internal and external customers and ability to work in harmony with other employees and supervisors.
13. Maintain accurate records (time, repair orders and parts usage.)
14. Assist in other areas of the vehicle maintenance shop as needed.
15. Assist lead technician & transit mechanic in vehicle & equipment repair.
16. Receives instructions from lead technician/supervisors or regarding extensive repairs or parts ordering.

17. Perform related work as required.
18. Judgment based on established policies and procedures, frequently works independently & independent judgment required regarding repairs.
19. Attend Training sessions as required.
20. Other duties as assigned.

Requirements:

1. Ability to perform physical requirements of the job (prolonged and repeated physical exertions, including standing, lifting, pushing, pulling, squatting, bending, kneeling, climbing and working in an awkward positions and tight areas.)
2. Must be able to lift and carry weight exceeding 50 pounds repeatedly through entire shift.
3. Good mechanical aptitude of vehicle maintenance and repair.
4. Experience using repair manuals, wiring (electrical) diagrams and schematics necessary to troubleshoot or repair vehicle or component failure.
5. Ability to safely drive service vehicles and vehicles in and out of service area, as well as test drive.
6. In depth knowledge of truck components and systems.
7. Ability to work overtime, weekends and/or holidays.
8. Ability to work in all weather conditions.
9. Perform roadside repairs and adjustments.
10. Good written and verbal communications. Able to communicate effectively and professionally with internal and external customers.
11. Must possess necessary tools to perform assigned tasks.
12. Familiarity with using a computer.
13. Must attend training sessions or perform online training as needed.
14. Additional skills may be required to perform additional task(s) specific to work location, department or line of business.

Minimum Qualifications:

1. Legally eligible to work in the United States.
2. Must be at least 18 years of age.
3. Must have at least a valid driver's license, CDL Class B/ Air brakes required, and must maintain licenses at all times.
4. Must have and maintain a safe driving record sufficient to allow city insurance to offer coverage while working.
5. Possess a valid DOT medical certificate or able to obtain after job offer made, prior to hire, preferred, and be able to maintain a valid DOT medical certificate at all times.
6. Must successfully complete pre-employment testing.
7. Must be able to read and speak the English language well enough to communicate, understand and respond to questions, directions, traffic signs, signals and safety training.

Education/ Qualifications:

1. High school diploma or equivalency.
2. Knowledge of O.S.H.A. regulations.
3. Ability to read & write work order tickets.
4. Knowledge of city streets and ability to read street name signs.
5. Knowledge of and ability to drive heavy & light duty trucks.
6. Minimum 3-5 years performing repair and maintenance on heavy trucks and diesel engine vehicles, equipment and related components.
7. Must be able to work holidays, weekends and over-time as needed.

Working Conditions:

1. Exposure to noise, heat, dust and fumes as found in a repair facility.
2. Exposure to extreme weather conditions possible.
3. Exposure to residential waste.
4. Duties require considerable physical effort.
5. Possible exposure to high traffic conditions while performing road calls.

Remarks: Must be able to work over-time, holidays and weekends as required. Extended hours frequently required for emergencies.

Transit Safety Sensitive CDL

If checked, the position requires a current physical, alcohol and 5 panel drug test. Successful candidate will be in pool for random drug testing.

***Note:** This job description is intended to provide a general nature, complexity and level of work to be performed by employees assigned to this position, and is not be construed as an exhaustive list of responsibilities, duties and/or skills required. It does not prescribe to restrict the work that may be assigned.*

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