



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 Career Link. Applications may be submitted at humanresources@columbus.in.gov

Department: Shop & Garage Department

Position Title: Service Writer

Report to: Director Department Public Works

Salary Range: \$15.52 - \$23.28

Working Hours: 7am-3pm, Monday-Friday, holidays, weekends & overtime as required

FLSA: FLSA Non-Exempt, Full-time, Safety-Sensitive

Type of Position: *Full-time*

Application Deadline: April 4, 2019

General Summary:

Schedules the maintenance and repair of a variety of City vehicles and equipment, research and orders needed equipment, parts, tools and supplies. Communicates with technicians, supervisors, & employees regrading maintenance, repairs, and services. Maintain parts room, shop area, and facilities in a clean and orderly fashion and in accordance with standard procedures.

Specific Duties:

Schedules maintenance and repair of a variety of City vehicles and equipment including gasoline, diesel and grounds equipment.

Research and order needed equipment, parts, tools, and supplies.

Monitor delivery of materials against purchase request, ensures type, quantity, and quality of orders.

Monitors stock inventories and adjusts stock levels as needed.

Maintain parts room, shop area, and facilities in a clean and orderly fashion and in accordance with standard procedures.

Coordinates proper methods of storing materials and supplies.

Maintain Service records and repairs for all vehicles and equipment.

Account for all invoicing for parts and service and ensure turned in for payment in a timely manner.

Strong communication skills, daily contact with technicians, supervisors and city employees pertaining to vehicle and equipment repairs and updates.

Maintain professional working relationship with vendors.

Deliver and retrieve vehicles, equipment and parts.

Assist technicians with vehicle services and repairs as needed.

Performs other duties as assigned.

Education and/or Qualifications:

High School Diploma or equivalent preferred.

Three (3) years of experience in automotive service writing, automotive repair, fleet management, or purchasing and warehousing or equivalent.

Knowledge and ability to drive heavy and light duty vehicles.

Knowledge of I.O.S.H.A regulations.

Ability to read & write work order tickets.

Knowledge of City Streets and ability to read street name signs.

Must be able to work holidays, weekends and overtime as needed.

Job requires bending, sitting, lifting, pulling all day, and must be able to regularly, multiple times a day lift at least 20 lbs.

Prioritization methods and scheduling repairs and preventative maintenance.

Collecting and recording information, including mileage, hours of operation, oil and lubricant use.

Maintenance scheduling principles and practices.

Proper methods of storing materials and supplies.

Record keeping, Inventory, purchasing methods and practices.

Basic equipment, tools and materials used in the repair and maintenance of vehicles and equipment.

Methods, techniques and practices of maintenance and repair of a wide range of heavy and light duty vehicles.

Experience operating desktop computer with a working knowledge of Word, Excel and Outlook.

Experience with Cummins Insight and Quick Serve programs.

Licenses or Certifications:

Valid Indiana Driver's license and good driving record and able to drive and be insured as employee while driving at all times; Commercial Driver's License-Class B with air brakes required or within the 90 day probationary period.

Judgment:

Judgment based on established policies and procedures

Supervisory Responsibility:

Receives instructions before and during work to complete assigned tasks. Many duties are routine.

Relationships Responsibility:

Ability to deal tactfully and responsively with the general public and the ability to work in harmony with other employees and supervisors

Working Conditions:

Duties require considerable physical effort, continual work out-of-door and in inclement weather. Frequent exposure to dirt, dust, and other unsanitary conditions.

Remarks:

Must be able to work over-time, holidays and weekends as required.

Note: *This job description is intended to provide a general overview of typical general duties as well as the complexity of the work to be performed by this staff member. It is not intended as an exhaustive list of all duties, responsibilities, or specific tasks required of this person.*

This position is also subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-work testing and follow-up testing.

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