

Assistant Vehicle Maintenance Manager

Classified Position - 7913

<u>Salary</u> Per Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> Director of Transportation
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SCOPE OF RESPONSIBILITIES

Perform unskilled to semi-skilled maintenance, preventative maintenance and general repairs to District vehicles as assigned

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Perform basic vehicle maintenance duties for District vehicles as directed; assist with transmission service, pack wheel bearings, change oil, filters and tires as necessary
2. Repair and replace wheels, tires, hubs and rims
3. Assist with storing repair parts, supplies, tools, equipment and materials
4. Process work orders for parts used on District vehicles as assigned
5. Assure quality and completion of work assigned
6. Attend required training classes and seminars
7. Assist in starting vehicles
8. Assure proper use of tools, equipment, standard maintenance and safety practices
9. Assist Vehicle Maintenance Manager in duties as assigned
10. Maintain regular and predictable attendance
11. Adhere to the professional code of ethics
12. Successfully utilize technology as appropriate in job function
13. Perform other duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic mechanical repairs required to maintain District vehicles in proper operating condition
- Maintenance and operation hazards of District vehicles and safety precautions for related vehicles
- Record-keeping techniques
- Oral and written communication skills
- Health and safety regulations
- Proper methods of storing equipment, materials and supplies
- Proper lifting techniques
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws

ABILITY TO:

- Understand and follow oral and written directions
- Work cooperatively with others
- Maintain routine records
- Observe health and safety regulations
- Lift heavy objects
- Observe legal and defensive driving practices
- Operate service and make minor repairs on equipment

PHYSICAL DEMANDS

	Seldom/Rare	Occasional (up to 1/3 of work day)	Frequent (1/3 to 2/3 of work day)	Repetitive (2/3 or more of work day)
Standing/Walking				X
Sitting		X		
Handle/Finger/Feel				X
Reach/Push/Pull				X

Bend/Stoop/Crouch				X
Kneel/Crawl		X		
Climb/Balance		X		
Lift/Carry (Check Frequency)				
Up to 10 lbs.				X
Up to 20 lbs.				X
Up to 50 lbs.			X	
Up to 100 lbs.		X		
Over 100 lbs.		X		

MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.B.D. Certificate or demonstrated progress toward obtaining a G.B.D. as required by Kentucky law and one year general vehicle servicing experience
2. Valid Kentucky Commercial Class B driver's license