



City of Irving Job Description

Preventive Maintenance Technician

FLSA Status:	Non-Exempt	Job Department:	Fleet Division
Job Code:	21412 (FT) / 99125 (PT)	Reports To (Job Title):	Section Chief or Fleet Services Foreman

PURPOSE

To perform preventive maintenance, inspections, and repairs on all the vehicles owned by the City of Irving.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Repair, inspect, and maintain vehicles for the City of Irving.
- Provide 24-hour roadside assistance.
- Service and lubricate City vehicles to ensure the engine oil, transmission fluid, and hydraulic fluids are at the optimal level.
- Repair or replace hoses, belts, wipers, filters, tires, and lights.
- Repair, inspect, and replace tires.
- Maintain shop inventory.
- Assist in the maintenance of the vehicle washing facility.
- Enter data into the oil usage accounting records.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Clean and maintain work area.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade.

EXPERIENCE

- Minimum of six (6) months experience in automotive servicing and tire maintenance.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license.

KNOWLEDGE OF

- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.

SKILLS AND ABILITIES IN

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Speech Recognition: Identifying and understanding the speech of another person.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Self-Management: Working independently and without supervision.

GUIDANCE RECEIVED

Detailed Instructions and Standardized Procedures

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

CONTACTS

Primarily interacts with assigned work team.

EQUIPMENT AND PROPERTY

Is required to drive a city vehicle on a daily basis.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to balance, carry, drive a vehicle, grasp, handle, feel, lift up to 25 pounds, push, pull, reach, see, stand, talk, and/or walk. Frequently, s/he is required to climb, crawl, smell, and/or stoop. S/he occasionally is required to kneel, sit, and/or lift up to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to extreme vibration, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, improper illumination, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.