



ADA COUNTY HUMAN RESOURCES

MAINTENANCE TECHNICIAN (FUEL & LUBE) *SOLID WASTE MANAGEMENT*

HIRING WAGE: \$15.60/HR

STATUS: Full-Time with Benefits

CLOSING DATE: UNTIL FILLED

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

This is an entry level position that performs general service maintenance on light trucks, automobiles, diesel trucks and heavy equipment including maintaining grease, oil, and fluid levels. This position is responsible for documenting fluids daily to monitor inventory levels and will assist the Automotive Service Technician with scheduled maintenance and preventative maintenance as needed.

DISTINGUISHING FEATURES OF THE CLASS:

This position performs routine work assignments under close supervision. Work is done according to established policies and procedures and original equipment manufacturer (OEM) standards

ESSENTIAL FUNCTIONS

- Lubricates and greases automobiles, light trucks, diesel trucks and heavy equipment;
- Check and refill differentials, hydraulic tanks, and transmissions;
- Change, rotate, repair tires;
- Maintain accurate records of parts and fluids used to service vehicles;
- Ensure equipment and service trucks are kept clean, organized and properly maintained and ready for use;
- Washes and cleans vehicles;
- Changes engine oil and replaces filters;
- Ensure proper disposal of engine fluids and parts;
- Assist with inspection, general repair, and preventative maintenance;
- Changes front and rear brakes, repacks wheel bearings, and bleeds brake systems;
- Performs minor tune-ups, replaces sparkplugs, distributor caps, rotors, and ignition wires as required;
- Identifies related resources such as tools and parts needed and makes recommendations to management for approval;
- Ensure that work areas are well maintained, organized and equipped to perform necessary maintenance.

ADDITIONAL FUNCTIONS

- Under general supervision, performs bumper to bumper diagnostics and repairs;
- Assists Automotive Technician on repairs and troubleshooting;
- Performs related duties as required.

JOB REQUIREMENTS

- Must be at least 18 years of age and possess a high school diploma or equivalent;
- Must have a one year of mechanical experience in automotive or related repair or any combination of training and work experience;
- Must possess a Commercial Driver's License (CDL) or have the ability to obtain one within twelve (12) months;
- Must possess and maintain a valid driver's license;
- Knowledge of where and how a variety of components, accessories, and parts fit and work in general automotive components and systems;
- Knowledge of methods, tools, materials and standard practices of the automotive trade;
- Knowledge of safety precautions and procedures relating to mechanical equipment and maintenance shops;
- Skill using and caring for common automotive tools and test equipment;
- Ability to understand and effectively carry out verbal instructions;
- Ability to read and understand instructions and repair procedures Ability to work in team environment and maintain effective working relationships;
- Ability to operate motor vehicles safely;
- Ability to work independently and demonstrate good decision making;
- Ability to work on equipment in the field in potentially inclement weather.

OTHER REQUIREMENTS:

- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing;
- Must pass a pre-employment background check prior to hire.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Most of the work will be completed on equipment in the field and may require exposure to inclement weather;
- Work is performed inside a vehicle shop where it may be drafty and noisy, and fumes from vehicles are usually present;
- Dirt, dust, and grease are always present;
- Vehicle fluids, such as battery acids and hydraulic fluids, may cause burns or irritate the skin;
- There is frequent exposure to the possibility of cuts, bruises, shocks, burns, and strains;
- The incumbent must stand, bend, stretch, and work in tiring and uncomfortable positions;
- Must use hands to keyboard, handle, manipulate tools used in performing the job;
- Must be able to lift up to 50 pounds;

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

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