

"The Public Services Department is committed to providing quality, cost-effective, customer-oriented municipal services that enhance the quality of life for the citizens of Waynesville."

WAYNESVILLE PUBLIC SERVICES DEPARTMENT IS RECRUITING FOR

FLEET TECHNICIAN FLEET DIVISION



Currently accepting applications.

Location:

16 South Main Street
Waynesville, NC
28786

APPLY IN PERSON OR ONLINE

WWW.WAYNESVILLENC.GOV/DEPARTMENTS/HUMAN-RESOURCES/CURRENT-VACANCIES

Salary Range DOE:

\$35,278.07 - \$56,444.91

5% SALARY INCREASE AT

6 MONTHS OF SERVICE

MUST OBTAIN CLASS B CDL

MUST OBTAIN INSPECTIONS

CALL HUTCH REECE FOR MORE INFORMATION: 828-456-3706 EXTENSION 2208



The Town of Waynesville

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Fleet Technician

Department: Public Works – Fleet Division

Reports To: Fleet Supervisor

Pay Grade 56: \$35,278.07 - \$56,444.91

FLSA Status: Non-Exempt

Position Summary

The purpose of the class is to maintain Town's motorized vehicles and equipment. This class is an entry level position for preventive maintenance, minor repairs and picking up parts. This class works according to set procedures under close supervision of the Lead Mechanic.

ESSENTAL TASKS

The tasks listed below represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Performs preventive maintenance on vehicles/equipment, including (but not limited to) fluid and filter changes, tire changes, tire repairs, minor hydraulic service such as top off & hose replacement. Perform servicing of vehicles such as batteries, wiper blades, or another task as directed by Supervisor. Transports vehicles and equipment as needed. Pick up and deliver parts and materials to/from other sites to Town Garage.

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- Performs general clean up in shop and surrounding area.
- Maintains department tools and equipment.
- Prepares and submits various records and reports as required.
- Attends meetings, workshops, training, etc., as necessary to maintain job knowledge and skills.

DATA INVOLVEMENT:

Requires copying, transcribing, entering, or posting data or information.

PEOPLE INVOLVEMENT:

Requires speaking or signaling to people to convey or exchange information of a general nature.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring moderate instruction and experience, such as shop tools, vehicles, lawn maintenance equipment, etc.; may repair power tools and light equipment.

REASONING REQUIREMENTS:

Requires performing semi-skilled work involving set procedures and rules but with frequent problems.

MATHEMATICAL REQUIREMENTS:

Requires using basic addition and subtraction, such as making change or measuring.

LANGUAGE REQUIREMENTS:

Requires reading simple sentences, instructions, or work orders; writing simple sentences and completing simple job forms; speaking simple sentences using basic grammar.

MENTAL REQUIREMENTS:

Requires doing clerical, manual, or technical tasks prescribed by standard practices, but which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED equivalent.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

Must be able to obtain Class B CDL's within 6 months of hire.

Must be able to obtain NC State Automotive Inspections license within 6 months of hire.

EXPERIENCE REQUIREMENTS:

Requires a minimum of six months' experience in preventive maintenance of vehicles/equipment in a fleet or retail automotive environment.

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium-to-heavy work that involves walking, standing, stooping, lifting, digging, pushing, or raising objects and involves exerting between 20 and 50 pounds of force on a recurring basis and 50 to 100 pounds of force on an occasional basis. Must be able to perform basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling and repetitive motion.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet, or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic /caustic chemicals.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodation for qualified individuals with disabilities. Prospective and current employees are encouraged to discuss accommodation.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

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Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Coordinator**

Human Resources Department

16 S. Main Street

Waynesville, NC 28786

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled