



Job Posting

Date: 08/30/23

From: Human Resources Department

Position: Fleet Preventive Maintenance Tech. - Garage
Hours: Monday – Friday 7:00 a.m. – 4:00 p.m.

Salary: \$34,076.86 annually/ \$16.38 hourly with 5% salary increase following a successful 6-month probation period

GENERAL DESCRIPTION OF CLASS

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.

ESSENTIAL 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.

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.

CLASS TITLE: Fleet Preventive Maintenance Tech.

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.

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.

CLASS TITLE: Fleet Preventive Maintenance Tech.

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 accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

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**