



OFFICE OF FACILITIES & RISK MANAGEMENT

MOTOR POOL SERVICE TECHNICIAN

INTRODUCTION: This position is responsible for performing light maintenance (service), vehicle inspection and transport in support of the Facilities Management Motor Pool. The incumbent performs duties requiring some knowledge and skill in motor vehicle maintenance/upkeep and applicable safety practices and procedures.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Provides minor vehicle maintenance, including tire repair, auto engine parts replacement, troubleshooting of mechanical and electrical systems, routine preventive maintenance and ensures motor pool vehicles are properly and timely serviced and maintained.
2. Ensures vehicles are fully functional for customer use, i.e., cleans interior/exterior of vehicle, ensuring safety accessories are ready for use and vehicle is determine to be operable and road-worthy prior to each use, etc.
3. Assists the Supervisor develop and maintain a systematic method of inventory, scheduling and assigning Motor Pool vehicles for customer use; checks-out & -in vehicles for customers, maintains vehicle records of use, i.e., office/program use, dates of use, destination, mileage, etc; inspects and notes condition of vehicle upon check-in, etc.; and secures vehicles after use.
4. Transports vehicles for servicing; assists with roadside emergencies and with recovery of vehicles which may be mechanically inoperable.
5. Maintains all work areas in a safe, neat and well-organized manner, i.e., service area, vehicle lot, etc.
6. Performs other related duties as assigned or authorized to achieve office goals and objectives.

COMPLEXITY: The work consists of duties that involve various related steps, processes and methods. The decision regarding what needs to be done involve various choices requiring the incumbent to recognize the existence of the differences among alternatives.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Motor Pool Supervisor. The supervisor provides continuing or individual assignment by indicating generally what is to be done, limitations, quality and quantity expected deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice. The incumbent uses initiative in carrying out recurring assignments independently, but refers deviations, problems and unfamiliar situations to the supervisor for assistance.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work unit and occasionally with the general public. The purpose of these contacts is to exchange factual information and coordinate work efforts.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work requires strenuous physical exertion requiring lifting objects in excess of 50 lbs. recurring bending, stooping and stretching and working in varying weather conditions. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : High School diploma or GED certificate.

AND

B. Experience: Six (6) months prior work experience in the automotive field performing maintenance/servicing, which includes skill in customer service;

OR

