



Job Description – Vehicle Service Specialist

Job Title:	Vehicle Service Specialist	Department:	Fleet Maintenance
Group:	12	FSLA Status	Non-Exempt
Salary Range:	\$10.74- 15.50	Position Type:	Full-Time
Reports To:	Public works	Directs:	N/A

Applications Accepted By:

E-MAIL:

hrdirector@palestine-tx.org

Subject Line:

Attention: Human Resources/ Job Title

MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)

Lisa Cariker
 City of Palestine Human Resources
 504 North Queen
 Palestine, Texas 75801
 (903)731-8421

Job Description

OBJECTIVE

Under general supervision, identifies, conducts and performs a variety of diagnostic, preventative and required mechanical and related repairs and maintenance to vehicles and equipment utilized by all departments of the City of Palestine.

ESSENTIAL JOB FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.**

Diagnosis and repairs vehicles large and small equipment; determines repair and maintenance needs; contacts outside repair facility as required if repairs are under warranty or are beyond tools/capabilities of the city's garage; performs maintenance and repairs; fabricates brackets and braces; welds and performs related structural repairs; rebuilds gasoline engines; repairs and maintains transmissions, electrical, brake, air conditioning, cooling, hydraulic, fuel, and other systems. Washes vehicles as needed and changes the oil in vehicles.

Maintains files and records; orders supplies and materials; as assigned, may oversee, supervise activities and/or train other mechanics/Equipment and Maintenance Services Specialists; picks up/travels to vehicle location as required; tests and determines readiness following repairs. Performs other duties as assigned or required.

OTHER IMPORTANT JOB FUNCTIONS

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.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, and crawl.

The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 100 pounds.



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Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Knowledge of intermediate to advanced automotive repair and maintenance procedures.
- Knowledge of the operation, maintenance and repair of a variety of automotive systems including, but not limited to, fuel, air conditioning, braking, hydraulic, cooling and others.
- Knowledge of the City of Palestine policies and procedures.
- Knowledge of file and records management.
- Knowledge of inventory control.
- Skill in assessing, analyzing, diagnosing and repairing a variety of systems, equipment, vehicles and related items.
- Skill in identifying and utilizing tools, supplies, parts and materials relevant to the needs of each job.
- Skill in working around potentially dangerous equipment, chemicals, and solvents.
- Skill in establishing and maintaining effective working relations with employees, other departments, vendors, contractors, the general public and others having business with the City of Palestine.
- Skill in operating a computer utilizing a variety of software applications

ACCEPTABLE EXPERIENCE AND TRAINING

A high school diploma or GED AND two years of relevant, progressively responsible, professional automotive mechanic work

CERTIFICATIONS AND LICENSES REQUIRED

Must be willing and capable of completing all required courses and classes for certification requirements.

Must possess a Valid Texas motor vehicle driver’s license.

CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record

ADDITIONAL INFORMATION

Work involves the risk of potential physical harm, exposure to hazardous chemicals and to extreme weather conditions. Must be able to bend, stoop and work in excessive temperatures.

Reviewed By:	C. R. Nicholson	Date:	March 30, 2021
Approved By:	CR Nicholson	Date:	March 30, 2021
Last Updated By:	Lisa Cariker	Date/Time:	March 30, 2021
Received By:		Date:	