

CITY OF OSHKOSH

POSITION DESCRIPTION

Title: **SERVICE TECHNICIAN**
Department: Transportation
Reports to: Transportation Maintenance Supervisor
Date: March 1, 2010

POSITION SUMMARY

Works under the close supervision of the Maintenance Supervisor and Lead Mechanic. Assist in the work task assignments of the Operator/Mechanic, Part Time, and Seasonal positions. Performs the maintenance and repairs of the city's transit vehicles, facilities and support equipment.

DUTIES/RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform routine preventive maintenance and minor repairs on diesel transit buses, service vehicles, facilities, and support equipment.
- Assist all shop employees with repairs as needed.
- Repair, mount, dismount, brand and re-grove tires.
- Perform road service calls/repairs, tow buses as required.
- Fuel buses, check fluid levels and top off. Record amount on the proper forms.
- Clean exterior and interior of buses, inspect for defects and report such defects.
- Park buses in assigned locations.
- Maintain grounds, building, transit center, bus benches and shelters.
- Cut and trim grass, bushes, shrubs, and trees.
- Snow removal, mount and dismount plows on trucks.
- Sweep and clean floors and drives.
- Operate a large passenger vehicle in moderate to heavy traffic.
- Collect fares, issue and collect transfers, board and alight passengers at established stops and load and secure wheelchair bound passengers.
- Answer phone calls outside of office hours.
- Call in drivers to fill runs as needed.
- Give clear and detailed directions to passengers/customers in response to questions.
- Maintain good housekeeping standards.
- Follow all safety practices and standards.
- May serve as a member of various employee committees.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of mechanical repairs.
- Ability to follow oral and written instructions.
- Knowledge of the proper operation and maintenance of city vehicles and all maintenance equipment.
- Knowledge of working hazards and safety practices.
- Knowledge of all tools, equipment, materials, methods and practices used in vehicle repair.
- Ability to work efficiently from manuals, blueprints, charts or written and oral instructions.
- Working knowledge of public bus operations, defensive driving techniques and motor vehicle laws.
- Ability to cope with stress, make independent decisions and exercise sound judgment in stressful or emergency situations.
- Ability to withstand local weather conditions.
- Ability to pass the pre-employment physical ability test and drug screen.
- Ability to comply with Federal Transit Administration Drug and Alcohol Policy.
- Ability to maintain effective relationships with other employees and the public and deal with the public in a courteous and tactful manner.
- Ability to effectively deal with ADA service requirements in a safe manner.
- Ability to keep records and make reports.

REQUIRED MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE

- High school (diploma) or GED equivalent plus some training in mechanics, grounds and building management, or a closely related field.
- Previous driving experience with buses or trucks.
- Possession of a valid WI CLD class ABCD with passenger endorsements and no air brake restriction.
- Good driving record.

TOOLS AND EQUIPMENT USED

Tire mounting/dismounting machine, forklift, motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for mechanical repairs and routine maintenance of motorized vehicles, phone; mobile or portable radio. Must supply a necessary selection of hand tools to perform repairs.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift weights in excess of 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; passing job related tests and a physical ability test are required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.