



## MIFFLIN TOWNSHIP

### JOB DESCRIPTION

Division/Department:	Fire
Location:	400 W Johnstown Road, Suite 210
Job Title:	Fleet Maintenance Technician
Reports to:	Administrative Battalion Chief

Type of position:	Hours: 40/week
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non-exempt
<input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	

#### SUMMARY

Oversee, plan, direct, and coordinate all Township fleet-related purchase, maintenance, and repair activities

#### SUPERVISORY RESPONSIBILITIES

None

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establish, implement, and oversee an effective and efficient fleet management program that addresses the Township's purchase, maintenance, repair, and replacement needs
- Establish, maintain, and comply with all fleet-related specifications
- Research the costs and benefits of and coordinate all fleet-related purchases and repairs, and obtain bids as needed
- Receive, process, and coordinate all maintenance, repair, and replacement requests
- Oversee, schedule, coordinate, and perform minor routine and preventive fleet maintenance, repair, and replacement
- Create and maintain records of all fleet-related inventory, purchases, repairs, and maintenance
- Assist with developing and adhering to an annual fleet-related budget
- Stay abreast of and relay industry-related information, changes, and trends



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- Establish and maintain positive and collaborative working relationships with fleet repair and supply vendors and public sector peer equivalents
- Perform other duties as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and compliance with all Township and division-specific policies and procedures
- Knowledge of and compliance with all applicable federal, state, and local industry-related laws, rules, regulations, processes, and procedures
- Knowledge of auto mechanics and safety practices
- Knowledge of the bid process and requirements
- Knowledge of correct English usage (spelling, grammar, punctuation, and vocabulary)
- Ability to perform basic mathematics accurately
- Ability to work independently
- Ability to maintain a valid Ohio Driver's License and insurability under the Township's vehicle insurance policy
- Ability to maintain all required licensures and certifications without lapses
- Ability to use standard Microsoft Office 365 and industry-related software and applications
- Ability to use a personal computer and other modern standard office equipment

### OTHER TRAITS/COMPETENCIES

- **Commitment to Excellence** – punctual; dependable; adaptable; flexible; accountable; trustworthy; integrous; humble; shows initiative; conscientious; professional; establishes and maintains effective and respectful interpersonal relationships; committed to lifelong personal and professional growth and development
- **Communication** – promptly and regularly responds to and provides updates for all maintenance, repair, and replacement requests; follows chain of command for any needs beyond delegated discretion and authority; prepares, submits, and responds to bid requests; regularly checks email and other forms of communication to stay current on Township and division-specific news, information, events, and requirements
- **Decision Making** – decisive and deliberate; discerning; confident; pays attention to details



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- **Planning/Organization** – schedules and coordinates the completion of tasks according to priority; establishes and meets realistic timelines; uses time, effort, and resources responsibly and resourcefully; helps prepare, maintain, and spend within the limits of a balanced budget; proactive; results-oriented

### PHYSICAL REQUIREMENTS

- Always wear personal protective equipment (PPE) when required
- Occasionally sit
- Frequently walk, stand, bend, squat, kneel, and reach away from body and overhead
- Always use arms and hands to perform routine and/or repetitive tasks and operate tools and equipment
- Frequently lift, carry, push, and pull objects up to 50 pounds
- Often work in extreme and changing temperatures
- Always hear, read, write, understand, and clearly articulate the English language

### LICENSURE AND CERTIFICATION REQUIREMENTS

- Emergency Vehicle Technician (EVT) F1 and F2

### OTHER MINIMUM REQUIREMENTS

- At least 5 (five) years' experience as an Emergency Vehicle Technician
- Valid Ohio Driver's License
- Ability to work irregular, on-call, and overtime hours, to include evenings, weekends, and holidays

***This job description is intended to provide some illustrative examples of the duties and essential functions of this position but should not be interpreted to describe all the work or essential duties and responsibilities which may be required of employees holding this position.***

PRINT EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE ACKNOWLEDGED: