

*Reports to:* Fleet Manager

*Responsibilities:*

1. The Maintenance Technician is responsible to and works closely with the Fleet Manager to assure the readiness of the fleet for service.

*Principal duties: (include, but are not limited to)*

1. Perform scheduled and unscheduled maintenance to fleet vehicles.
2. Removes from service any vehicle deemed unsafe for operation, after examination and/or attempted repair of the vehicle.
3. In conjunction with the Fleet Manager, maintains written and/or electronic records of all vehicle repairs and complaint forms.
4. Maintains a clean and safe maintenance shop area.
5. Other duties as assigned.

*Qualifications:*

1. A working understanding of fleet preventive maintenance.
2. Basic knowledge of mechanical operations.
3. Basic mechanical skills.
4. Effective communication skills

*Effective:*

January 13, 2002