



## **Preventive Maintenance Technician**

Road and Bridge

RB/24  
Pay Grade: 10

### **JOB SUMMARY**

This position is responsible for performing preventive maintenance on county vehicles and equipment.

### **MAJOR DUTIES**

- Cleans and maintains the shop, including cleaning and storing tools and equipment.
- Checks oil, transmission fluid, brake fluid, power steering fluid, and coolant levels; changes fluids and filters according to preventive maintenance schedules.
- Inspects and replaces windshield wipers.
- Checks, cleans or replaces battery terminals.
- Inspects and replaces air filters.
- Inspects and replaces belts.
- Picks up parts and supplies from vendors as necessary.
- Repairs and replaces tires.
- Makes field service calls.
- Responds to after-hours emergencies.
- Perform any other duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of department and county policies and procedures, and federal, state, and local laws and regulations.
- Knowledge of preventive maintenance procedures.
- Skill in performing preventive maintenance procedures.
- Skill in operating shop tools and equipment.

- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

## SUPERVISORY CONTROLS

The Motor Pool Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include vehicle and equipment maintenance schedules and county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Inclement weather and heavy traffic contribute to the complexity of the position.
- The purpose of this position is to perform technical duties in the preventive maintenance of county vehicles and equipment. Successful performance contributes to safe and well-maintained vehicles and equipment.

## CONTACTS

- Contacts are typically with vendors, co-workers, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a vehicle shop and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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Employee's Signature

Print Name

Date

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Supervisor's Signature

Print Name

Date