



## Salt Lake County Job Description

# Apprentice Fleet Technician

**DEPARTMENT:** Administrative Services

**JOB CODE:** 529 **GRADE:** 11

**SAFETY SENSITIVE:** No

**DIVISION:** Fleet Management/6800

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** 06/29/2015

### **JOB SUMMARY**

Performs repairs on a variety of vehicles and mechanical equipment under the direction of a skilled mechanic. Assists the skilled mechanic in performing tasks and gains skills through on-the-job training. Once minimum requirements are met this position will progress to a Fleet Technician Job Code 744.

### **MINIMUM QUALIFICATIONS**

Two (2) years of experience working in the automotive industry. Possession of a valid Utah Drivers License at the time of hire.

Possession of a current DOT Medical Card at the time of hire.

Possession of a Commercial Driver's License with necessary endorsements.

Must receive a verified negative test result on a mandatory drug test before starting in this position.

Will be subject to random alcohol and drug testing.

May be subject to post accident and reasonable suspicion alcohol and drug testing.

Possession of mechanic tools is preferred.

### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Services equipment with fuel, oil and other needs: checks fluid levels, cleans equipment and vehicles externally and internally, replaces bulbs and filters, etc.
- Repairs, cleans, adjusts and /or performs preventive maintenance on computers, vehicles, equipment, tools, or machinery, etc.
- Assembles and disassembles equipment and component parts. Performs body work.
- Works on special automotive parts or systems such as brakes, carburetors, generators, exhaust and suspension.
- Mounts, balances and repairs tires, including wheel alignments.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Safety precautions related to job-specific duties and equipment
- Work-related machines and tools, including their designs, uses, benefits, repair, and maintenance

### **Skills and Abilities to:**

- Maintain and/or repair tools and equipment
- Run, maneuver, navigate, or drive vehicles or mechanized equipment

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

This position requires extensive physical labor (approximately 90% of the time) - lifting, pushing, pulling, and carrying objects over 50 pounds (occasionally up to 100 pounds with some assistance); regular kneeling, bending, crawling, standing, climbing ladders, and reaching up, over and down. The work involves exposure to grease, dirt, dust, fumes, chemicals, smoke, and/or loud noises, as well as periodic exposure to extreme weather conditions. Work is occasionally performed in confined spaces and elevated levels. Employees may be exposed to high volumes of traffic when performing road-call service work.

## **IMPORTANT INFORMATION REGARDING THIS POSITION**

This position is subject to being called to work prior to or after the scheduled shift.

Revised Date/Consultant's Initials: 06/29/2015 AB