



## **Lube and Tire Technician**

### Job Description

<b>Division:</b>	Operations	<b>Reports to:</b>	Lead Mechanic
<b>Position Number:</b>	302	<b>Supervises:</b>	None
<b>Pay Grade:</b>	1	<b>Classification:</b>	Non-Exempt
<b>Hours/week:</b>	40	<b>Effective Date:</b>	11/20/2019
<b>Type of Position:</b>	Full Time	<b>Revised Date:</b>	

#### **Performance Expectations**

All employees of North Central Solid Waste Authority (NCSWA) are expected to conform to the following:

- Possess cultural awareness and sensitivity
- Perform in a professional and ethical manner in the execution of duties
- Interact in an honest, respectful and dependable manner with all colleagues and citizens

#### **Position Purpose**

Performs a variety of technical duties in the capacity of fleet inspections, maintenance and repair.

#### **Essential Duties and Responsibilities**

Performs oil and lube services on fleet vehicles as well as point inspections and lubrications, brake inspection and replacement, filter inspection and replacement, tire inspection, rotation and replacement.

Check all fluids accessible in the engine compartment, refill as necessary; check and service batteries, check cooling system condition, including belts and hoses, check automatic transmission fluid.

Lubricate grease fittings and joints, check the fluid levels in differentials, manual transmission gearboxes transfer cases, and transaxles.

Checks electrical components of fleet vehicles repairs as needed.

Creates and processes shop repair orders for mechanics, maintains appropriate paperwork and reports for shop.

May provide mechanical assistance and repair as needed or directed by Lead Mechanic on other fleet vehicles.

Performs other duties as assigned.

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### Minimum Mandatory Qualifications

**Education:** High School Diploma or equivalent

**Experience:** One (1) year of experience working in a light automotive mechanics shop or related.

Equivalent combination of relevant education and experience may be substituted as appropriate.

**Knowledge, Skills, Abilities, and Other Qualifications**

Knowledge of the design, adjustment, operations, maintenance, and repair of diversified mechanical and electrical equipment including light and medium, gasoline and diesel engines; the material and tools used in equipment maintenance; anti-lock braking systems; road emergency service equipment and methods; computer diagnostic processes and procedures; safety practices required by state and other laws. Knowledge of SAE Viscosity Grades.

Skills in the use of mechanical tools, and common hand tools, materials, and testing equipment (manual, technical and computerized); skill in welding and metal fabrication.

Ability to work with others and receive training as necessary; read and interpret service manuals and instructions; diagnose routine mechanical and electrical defects and determine parts and adjustments necessary to maintain and repair equipment; communicate effectively, verbally, and in writing; establish and maintain effective working relationships with employees of the division.

Must possess and maintain a valid, unrestricted class D drivers' license or able to obtain license within six months of hire.

### Preferred Qualifications

ASE Certified Technician

Bilingual skills in English and Spanish

### Work Environment

**Work environment:** Occasionally works in outside weather conditions. The employee works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. Possible exposure to fumes or airborne particles, risk of electrical shock, and vibration. Frequent exposure to toxic or caustic chemicals. discriminating thinking and creative problem solving.

**Physical demands:** Physical demands: While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities

required by this job include close vision, color vision, and ability to adjust focus.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

*Disclaimer: The information on this job description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

### **Acknowledgment**

I have reviewed the content of the Lube and Tire Technician job description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date