



Fluvanna County, Virginia
Department of Public Works(Utilities)
Job Description

ASSISTANT EQUIPMENT AND FLEET MAINTENANCE TECHNICIAN

Job Class #:	7401
Pay Grade:	10
Category:	Full-time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Assistant Public Works Director

SUMMARY

Assists in performing semiskilled maintenance and repair of County vehicles and equipment, under supervision. Performs related work as required.

ESSENTIAL FUNCTIONS

- Identifies and reports significant repair and maintenance problems, through regular inspections.
- Assists with the State Vehicle Inspection program for the County.
- Assists in Ordering and maintaining inventory of parts and tools.
- Cleans and cares for tools, equipment and shop facilities.
- Attends Safety Training as required.
- Assist Public Works with snow and ice removal as required.
- Performs assistant level repairs on equipment and vehicles.
- Transport vehicles and equipment as needed.
- Performs related duties as assigned.
- Works at the direction of the Fleet Maintenance Technician and is available in the Fleet Maintenance Technician's absence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Develops working knowledge of the practices, techniques, materials, tools and equipment used in the mechanical trade.
- Ability to assist using and maintaining hand tools, diagnostic equipment, and machine tools used in light equipment repair and maintenance.
- Ability to assist in troubleshooting, diagnosing, maintaining and repairing a variety of small engine, light power driven, and hand operated power equipment including, but not limited to, small gas-powered engines, tractors, mowers and trailers, generators, lawn edger's, snow blowers, pressure washers, and chainsaws.
- Develops ability to interpret and apply information from technical manuals, service manuals, schematic diagrams, and other reference materials.
- Knowledge of basic computer competency including email, web browser, and word processing.
- Knowledge of the occupational hazards and safety precautions of the trade.
- Ability to develop and maintain effective working relationships with internal and external customers.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum Qualifications:

- High School diploma or equivalent, or combined experience and education.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Physical work requiring exertion in excess of 100 pounds of force occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; Hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, and determining the accuracy and thoroughness of work;
- May be subject to environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.
- Required to wear personal protective equipment necessary to prevent injury.

This position is classified as Essential Personnel and may be called upon to work during weather closures and emergencies.

SPECIAL REQUIREMENTS

- Possession of and maintaining a driver's license valid in the Commonwealth of Virginia.
- Essential Services Designation – must be available to work during inclement weather and emergency call back to perform essential and/or emergency services for the County.
- Basic tools and equipment will be provided by the County and will remain under the County's ownership
- Criminal background and driving record check.

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
December 13, 2022	December 13, 2022	December 13, 2022	January 4, 2023