



**GREENWOOD**

**City of Greenwood – Technician**

EST 1864

<b>Job Title:</b>	Technician	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Fleet Maintenance	<b>Job Code:</b>	
<b>Location:</b>	Department of Public Works 367 S. Washington St. Greenwood, IN 46143	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Part Time
<b>HR Contact:</b>	Human Resources Coordinator	<b>Supervisor:</b>	Fleet Superintendent
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	Responsible for maintaining and repairing various City vehicles and equipment. Must provide mechanical and technical skills and services for the Department.		

**Duties and Responsibilities:**

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Responsible for performing engine and operations analysis on City vehicles. Also, performs various repairs and parts rebuilding and/or replacement on hydraulics, electrical components, motors, engines, generators, transmissions, fire apparatuses and various other parts/equipment as needed
- Perform preventative maintenance on City vehicles including automobiles, fire and dump trucks and heavy equipment.
- Complete routine maintenance on small equipment as scheduled.
- Accountable for upkeep of maintenance activity records as required by the Department.
- Assist in parts and supply ordering while maintaining accurate inventory.
- Design, fabricate and install tools, parts and special features for emergency vehicles.
- Paint and complete auto body repairs as needed.
- Perform other duties as assigned.

**Job Requirements:**

- **Education:** High School Diploma or GED equivalent.
- **Experience:** Three to five years' experience in auto mechanics preferred with a strong background in OSHA safety policies and procedures.
- **Skills and Abilities:** Able to operate various vehicles and equipment including dump trucks, snow plows, front end loaders, chain saws, air and electrical tools and computerized analysis equipment. Must possess valid driver's license and a safe driving record.
- **Physical:** Capable of standing, crouching/kneeling and working in awkward positions for long periods of time, lifting and carrying objects weighing up to 50lbs and operating various tools and equipment.



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By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

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

Date: \_\_\_\_\_

**Approved By:**