



Title:
Preventative Maintenance Technician

Level:
1

FLSA Status:
Non-exempt

Division:
Central Maintenance

Department/Location:
Facilities & Fleet Services

Employment Status:
Full Time

SUMMARY

The Preventative Maintenance Technician reports to Fleet Management Staff and/or Lead Mechanic. This position is responsible for equipment preventative maintenance and cleaning daily, in all outdoor weather conditions. This position requires mandatory overtime as needed. The Preventative Maintenance Technician must interact with both internal and external customers in a professional manner.

RESPONSIBILITIES

- Perform preventive maintenance (i.e. check air in tires and fluid levels) on various pieces of equipment.
- Check vehicles /equipment for visual damage.
- Process work orders, document and track maintenance schedules within the asset management system.
- Other duties to include cleaning of grounds, shop and equipment.
- Operate shop service truck if required.
- Perform labor associated with maintaining tire inventory.
- Take direction from Fleet management staff and Lead Mechanics.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- HS diploma or GED

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Valid driver’s license in good standing
- Proficient with basic mechanic tools
- Must be able to report and work in all weather-related conditions and emergencies
- Ability to analyze and troubleshoot problems
- Willingness to learn how to operate mechanical and electronic diagnostic equipment
- Must be able to work overtime as needed
- Must be able to lift up to 49lbs

PREFERRED QUALIFICATIONS

- Mechanical aptitude
- Related mechanical experience

PHYSICAL REQUIREMENTS

The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer’s expectations for the job title. While performing the functions of this job the employee:

Constantly operates all equipment and/or machinery associated with this job. Frequently moves and transports supplies, materials, equipment and/or mechanical components up to 49lbs. Frequently moves and positions self for extended periods to work in tight, close, high and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Frequently ascends/descends ladders. Constantly moves about to inspect the grounds, buildings, property and/or equipment. Some occasional excavation will be required. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, loud noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Constantly works safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Constantly works in all outdoor weather conditions.



Job Description Acknowledgement

	<i>Employee's Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor's Signature:</i>	<i>Date:</i>