

## **Team O'Neil Rally School Job Description**

**Job Title:** Fleet Technician  
**Department:** Fleet Department  
**Reports To:** Fleet Manager  
**FLSA Status:** Non-exempt

### **Summary**

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

The Fleet Technician will be responsible for the daily inspection and repair of all school cars needed for the daily operation of Team O'Neil Rally School.

Repairs and overhauls automobiles, trucks, and other automotive vehicles.

Work directly with the Fleet Manager in order to schedule work flow and maintain our parts.

Examines vehicle and discusses with Fleet Manager to determine extent of damage or malfunction.

Plans work procedure.

Responsibilities will include but are not limited to performing Oil changes, Daily inspections of all vehicles needed for the daily operation of the school including tire replacements.

Diagnose/troubleshoot drivability and electrical problems.

Troubleshoot, repair or replacement of engine, transmission, suspension and brake components or assembly's.

Raises vehicle, with hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle.

Fabricate and weld to reinforce school vehicles.

Removes unit such as engine, transmission, or differential.

Disassembles unit and inspects parts for wear.

Repairs or replaces parts such as pistons, rods, gears, valves, and bearings.

Overhauls or replaces carburetors, blowers, generators, distributors, starters, and pumps.

Rebuilds parts such as crankshafts and cylinder blocks.

Rewires ignition system, lights, and instrument panel.

Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders leaks in radiator.

Mends damaged body and fenders by hammering out or filling in dents.

Replaces and adjusts headlights, and installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers.

Complete body and frame repairs along with vehicle detailing.

Responsible for maintaining a safe and clean working environment.

Maintain all safety concerns with school cars and understands that safety is paramount.

Keep vehicle/equipment mechanically sound, safe, and presentable.

### **Supervisory Responsibilities**

This job may include intermittent supervisory responsibilities in the event of manager absence.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Individual Competencies**

Must possess strong written and verbal communication skills including accurate grammar, punctuation, and document preparation

Must be a resourceful, self-motivated, and highly organized professional with attention to detail and a focus on quality.

Must have the ability to work in a fast-paced environment and meet deadlines as required.

Adaptability, dependability, and attendance is a must

Capability to perform any mechanical task given to you while maintaining the ability to multi task.

### **Education and/or Experience**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have basic computer skills including Windows operating systems, ability to log into internet to search for needed information and online manuals.

**Certificates, Licenses, Registrations**

Valid driving license  
Clean driving record

**Other Skills and Abilities**

Must be able to use welder and other fabrication tools

**Work Environment, Physical Demands and Mental Demands**

Shop environment with hazardous equipment, moving MHE, obstacles and high volume activity. Must be able to lift and carry up to 50 pounds for short distances, stoop, bend, kneel, walk, have full dexterity, and correctable vision. Outside work in hot and cold or wet weather is often required. Work environment often has fumes or airborne particles. Noise level is loud. Protective devices are required to avoid injury

**Prepared By:** Tara L McMann  
**Prepared Date:** 3/23/2007

**Approved By:**  
**Approved Date:**