



<b>Job Title:</b>	<b>Sanitation Vehicle Technician</b>	<b>Department/Loc:</b>	<b>Public Works</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>	<b>Date Drafted:</b>	<b>November 2024</b>
<b>Reports To:</b>	<b>Director of Public Works</b>		

**Position Summary**

Oversees and coordinates mechanical and repair work for sanitation vehicles. Reports to the Director of Public Works.

**Position Responsibilities- Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Operates, supervises and maintains the vehicle maintenance system.
- Plans, schedules and implements maintenance and operation activities designed to provide appropriate vehicle maintenance for the city.
- Ensures that vehicle maintenance center is attended at all times while in operation.
- Ensures the proper maintenance of equipment and tools.
- Supervises daily maintenance shop operations.
- Diagnoses problems with equipment and assigns work as applicable
- Inspects completed work and road tests vehicle.
- Provides safety training as required
- Reviews daily work orders and prioritizes repairs to be performed.
- Maintains adequate parts supply to complete necessary repairs.
- Orders parts and materials and identifies vendors.
- Performs mechanical work on vehicles and equipment.
- Processes paperwork for all repairs. Completes work orders, listing work completed and parts purchased.
- Performs all duties in conformance to appropriate safety and security standards.

**Position Responsibilities- Non-Essential/Other**

- Other duties as assigned

**Essential Skills and Experience**

- High School Diploma or equivalent GED plus two years Technical or Vocational training in the field of mechanics and, five (5) years of experience relating to the construction, repair and maintenance of motor vehicles or, any equivalent combination of education and experience.
- Considerable knowledge of gas engines, transmissions, fire pumps and valves, generators, and fabrication and welding.
- Knowledge and experience with diesel engines preferred.
- Knowledge and experience dealing with hydraulics is highly preferred.
- Valid SC Driver’s or ability to obtain one within six (6) months.
- Working knowledge of price trends and grades or quality of materials and equipment.
- Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.

- Working knowledge of parts needed for frequent repairs of city vehicles.
- Skill in operation of listed tools and equipment.
- Ability to establish and maintain effective preventive maintenance programs, policies and procedures.
- Ability to maintain accurate inventory records.
- Ability to maintain effective accounting procedures.
- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.
- Ability to diagnose equipment malfunctions.

**Beneficial Skills and Experience**

- None

**Mental & Physical Demands- ADA Guidelines**

**Physical Demands**

• Sit	Constantly	• Reach Above Shoulder	Frequently
• Walk	Occasionally	• Climb	Occasionally
• Stand	Occasionally	• Crawl	Occasionally
• Handling	Frequently	• Squat or Kneel	Occasionally
• Reach Outward	Frequently	• Bend	Occasionally

**Lifting Requirements**

• 10 pounds or less	Frequently	• 51-100 pounds	Occasionally
• 11-20 pounds	Frequently	• >100 pounds	Occasionally
• 21-50 pounds	Frequently		

**Pushing and Pulling Requirements**

• 12 pounds or less	Occasionally	• 41 to 100 pounds	Occasionally
• 13 to 25 pounds	Occasionally	• > than 100 pounds	Occasionally
• 26 to 40 pounds	Occasionally		

**Definitions**

• <b>N/A</b>	Not Applicable	Activity is not applicable to this occupation
• <b>O</b>	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
• <b>F</b>	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
• <b>C</b>	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**ENVIRONMENTAL HAZARDS:**

This job requires the individual to work in a vehicle maintenance facility and may be exposed to cold, heat, humidity.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.*



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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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