

Job Title: Public Works Vehicle Technician

Location: City of Forest Acres, Columbia, SC

Job Type: Full Time

Salary: \$45,000-\$60,000

The City of Forest Acres is currently seeking a skilled and dependable **Vehicle Technician** to join our team.

Responsibilities:

- 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.
- Serves as supervisory backup as necessary
- Other duties as assigned

Qualifications:

- 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.
- Valid SC Driver's or ability to obtain one within six (6) months.
- Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, fabrication and welding.
- 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.

Apply online at www.forestacres.net/employment or at Forest Acres City Hall, 5209 N. Trenholm Road, Columbia, SC 29206.

We're an equal opportunity employer and encourage candidates of all backgrounds to apply.