

# City of Lake City, FL

## Classification Description

Classification Title: SERVICE TECHNICIAN  
Department: FLEET SERVICES

Pay Grade: ~~6~~-1  
FLSA Status: Non-Exempt

### General Description

This is semi-skilled work in servicing automotive equipment and helping mechanics in a sub-technical manner. Work is performed under the general supervision of the Director of Public Works.

### Nature of Work

#### Essential Functions:

- Services, lubricates, and performs preventative maintenance on automobiles, trucks, tractors, mowers and other equipment.
- Services batteries; changes and repairs tires; checks and cleans radiators and generators; replaces oil filters.
- Performs custodial duties.
- Assists mechanics in their work and performs the more routine repairs.
- Answers calls for road services; changes flat tires; changes dead batteries, and makes minor repairs.
- Maintains garage area in a clean and orderly condition.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses or repairs small/light equipment, such as power tools. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers.

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified

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parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of the standard methods, practices, tools and equipment of the automotive mechanical trade;
- Knowledge of the occupational hazards and safety precautions of the trade; and
- Ability to understand and follow oral and written instructions.

**Minimum Qualifications:** Must be a high school graduate or possess an acceptable equivalency diploma (GED) and One (1) year of automotive service work experience. Must possess a valid Florida Driver's License and a Class "A" CDL.

### ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Heavy (45 pounds and over) lifting and carrying
- Reaching
- Climbing
- Depth perception
- Pulling
- Pushing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Driving
- Equipment Operation

### **Environmental Conditions:**

- Works inside
- Works outside in various weather conditions with: noise, dust, fumes, grease, or oils, electrical energy
- Works on slippery surfaces
- Works with moving objects or vehicles

**SERVICE TECHNICIAN**

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature