



# Marion County Board of County Commissioners

## POSITION DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### TRANSPORTATION SERVICE TECHNICIAN I / II

**Department:** Office of the County Engineer  
**Pay Grade:** 205/208  
**FLSA Status:** Non-Exempt  
**Job Class:** 8081  
**Risk Code:** 8380

#### JOB SUMMARY

Responsible for ensuring that all Marion County Roads Section assigned vehicles, equipment, construction materials, facilities, and grounds are serviced, lubricated, and maintained as applicable.

#### ESSENTIAL JOB FUNCTIONS

- Services and performs preventive maintenance on all assigned county vehicles and equipment, including small engine equipment. Service includes a visual inspection of the entire vehicle or equipment, checking proper fluid levels, air filters, and lubricating in accordance with equipment or vehicle specifications, and repairs.
- Transports equipment from work sites to yard, yard to work site, and/or to and from fleet.
- Handles hazardous and non-hazardous materials required for servicing and maintaining county vehicles and equipment and the cleaning of those vehicles and equipment.
- Ensures that all vehicles and equipment function and safety lights are in proper working condition. Changes bulbs or lenses, wiper blades, and makes other small repairs when discrepancies are found and returns to operational condition.
- Provides on-site diagnosis of vehicle or equipment issues.
- Provides on-site lubrication service. Lubricates chassis.
- Provides on-site equipment service with the prior notice and approval from Fleet.
- Replaces worn or cracked hoses, belts, hoses, and light bulbs on vehicles.
- Schedules and coordinates vehicles and equipment repairs and service with Fleet.
- Responds to emergencies and works on-call including nights, weekends, and holidays.
- Performs pre-maintenance and post-maintenance inspection of repaired or serviced equipment, to include test-driving.
- Operates computer to retrieve work information on the vehicle that is assigned for repairs and to record work completed.
- Maintain pits in the most efficient way in order to utilize space and truck traffic.
- Maintains inventory records on all hand tools, small engine tools, signs, barricades, vehicles, equipment, stockpile materials, and other construction materials and consumable items.

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Assists Roads Maintenance staff and may fill-in for staff in operations as required
- Implements the organization’s guiding principles and core values.
- Performs other related job duties as assigned.

**SUPERVISION**

This position may perform as a lead worker for a group of employees.

**QUALIFICATIONS**

<b>Requirements</b>	<b>Transportation Service Technician I</b>	<b>Transportation Service Technician II</b>
Education	HS Diploma / GED	HS Diploma / GED
Class A CDL with Tanker Endorsement	within 6 months	Required
Licensing	Temporary Traffic Control (TTC) Intermediate, National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR within twelve (12) months	Temporary Traffic Control (TTC) Intermediate, National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR required
Core Equipment Certifications (within 12 months)	All Equipment (HEO IV & Specialty) (TST Training only requires familiarity and use following the latest Training Plan)	All Equipment (HEO IV & Specialty) (TST Training only requires familiarity and use following the latest Training Plan)
	Hydraulics – min 1 week coordinated with Fleet	Required
	General Equipment – min 1 week coordinated with Fleet	Required
		ASE A-5 Auto Brakes ASE T-4 Truck Brakes
Experience	2 years	3 years
Pay Grade	205	208

**KNOWLEDGE, SKILLS AND ABILITIES**

- 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 speak effectively before customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- 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.
- Ability to explain records and procedures to others as lead worker.
- Ability to exercise sound judgment in the selection of equipment, tools, or materials to own work to accomplish tasks.
- Knowledge of automotive tools, fluids, parts, supplies, and related materials used in the preventive care, refurbishment, diagnosis and repair of automotive vehicles and road maintenance equipment.
- Knowledge of practices and methods of automotive and heavy equipment mechanics.
- Skills in organization and task prioritization.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to cross-train within the department.
- Ability to access, input, and retrieve information from a computer.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**PHYSICAL DEMANDS**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will regularly be required to sit, stand, walk, climb or balance; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, and talk or hear.

**WORK ENVIRONMENT**

Work is performed primarily in various outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to toxic or caustic chemicals, risk of electrical shock, vibrations, high and precarious places, and fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E.*** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.