

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, 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.

FLEET TECHNICIAN ASSISTANT

Department: Fleet Department
Pay Grade: 202
FLSA Status: Non-Exempt
Job Class: 8019
Risk Code: 9015

JOB SUMMARY

Responsible for performing manual labor in the general custodial care of County Facilities on a daily basis.

ESSENTIAL JOB FUNCTIONS

- Clean and strip vehicles and equipment for auction, donation and sale.
- Prep new vehicles and equipment for department to include decal, wash and vacuum.
- Serve as the backup for parts runner.
- Performs emergency or accident cleanup for spills, yard waste, scrap metal and trash, etc.
- May drive between various locations to pick up or drop off vehicles.
- Cleans and sanitizes bathroom facilities, windows and floors.
- 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.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent preferred; and six (6) months' experience in custodial work; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add and subtract two-digit numbers and multiply and divide with tens and hundreds.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to apply general understanding to carry out simple one-or two-step instructions.
- Ability to deal with standardized situations with only occasional variability.
- Ability to apply easily understood policies, methods, and guidelines to own work.
- Knowledge of cleaning materials, consumable supplies, and cleaning equipment and cleaning techniques.
- 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 climb or balance, stoop, kneel, crouch, or crawl; and will frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, and taste or smell.

WORK ENVIRONMENT

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

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.