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# AUTOMOTIVE/DIESEL TECHNICIAN

Job Description



GWINNETT  
COUNTY  
PUBLIC  
SCHOOLS

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## JOB QUALIFICATIONS

### Licenses/Certifications

Valid Georgia Driver's License required. Automotive Service Excellence (ASE) technician certification required for S4 School Bus Brakes and T8 Truck Preventive Maintenance and Inspection within 12 months of hire.

### Education

High school diploma or equivalent required. Automotive/diesel service technician training at an accredited technical school preferred.

### Skills

Ability to follow oral and written instructions quickly and accurately; knowledge of motor vehicle parts, materials, maintenance tools, hazards, and safety procedures; basic knowledge of gasoline and diesel engine emission standards and maintenance procedures; ability to diagnose and examines parts for defects; attention to detail; ability to work independently and as part of a team; and knowledge of handling and disposing of hazardous wastes.

### Work Experience

Three years of experience as an automotive and/or diesel service technician preferred.

## PRIMARY RESPONSIBILITY

Maintain and repair the Gwinnett County Public Schools (GCPS) school bus and support vehicle fleet for the Department of Fleet Maintenance.

## ESSENTIAL JOB DUTIES

1. Perform preventive maintenance services and safety inspections as directed and according to established standards.
  - a. Perform maintenance actions listed on the preventive maintenance work order and record labor, parts, and supplies used according to established procedures.
  - b. Inspect motor vehicles using inspection checklists and criteria as directed.
  - c. Document motor vehicle inspection results and record labor used according to established procedures.
2. Perform corrective maintenance actions as directed and according to established standards.
  - a. Review operator complaint and vehicle maintenance history as appropriate.
  - b. Perform routine diagnosis and accomplish repair and/or rebuild actions as directed and in accordance with established procedures.
  - c. Document repair actions and results and record labor, parts, and supplies used according to established procedures.
3. Research technical manuals, service bulletins and instructions, equipment diagrams, and parts catalogs in hard copy and on the internet.
  - a. Locate and follow recommended service, diagnostic, repair, installation, removal, and safety procedures.
  - b. Determine replacement and substitute parts needed to perform repairs.

4. Provide and maintain automotive/diesel service technician tool chest and hand tools.
  - a. Assume responsibility for equipment, tools, and materials issued for working on motor vehicles.
  - b. Obtain and maintain an adequate inventory of serviceable technician provided hand tools as determined by supervisor.
  - c. Maintain and account for all special tools, parts, supplies, and equipment issued to the employee.
  - d. Clean and store tools promptly after use, and clean the shop bays.
5. Work assigned shift as directed
6. Cooperate with and maintain a positive working relationship with all other school system personnel.
  - a. Maintain open communications with customers to assist in determining maintenance requirements and explaining maintenance services and repairs to vehicles.
  - b. Maintain a positive working relationship with other GCPS employees to promote teamwork and mutual support.
7. Improve automotive/diesel service technician skills and abilities through in-service training and certification.
8. Perform other duties as assigned.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit for extended periods of time. The employee is also required to talk, hear, stand, and walk. The employee may be required to use hands to finger, handle, feel, and/or reach. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 100 pounds. The employee is required to operate a motor vehicle in performance of duties. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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# BODY REPAIR TECHNICIAN

J o b   D e s c r i p t i o n

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## JOB QUALIFICATIONS

### Licenses/Certifications

Valid Georgia Driver's License. Forklift license within 6 months of hire.

### Education

High school diploma or equivalent required. Automotive collision repair training at an accredited technical school preferred.

### Skills

Ability to follow oral and written instructions quickly and accurately; knowledge of motor vehicle body parts, materials, tools, hazards, and safety procedures; ability to repair body, glass, and seat damage; ability to paint vehicles; ability to inspect vendor work for quality, accuracy, and completeness; and ability to communicate with internal customers and external suppliers. Knowledge of the handling and disposal of hazardous wastes; ability to use computers and ability to use automated vehicle management system software.

### Work Experience

Three years as an automotive body repair technician preferred.

## PRIMARY RESPONSIBILITY

Perform body, glass, and seat repairs for the district's school bus and support vehicle fleet.

## ESSENTIAL JOB DUTIES

1. Perform body, glass, and seat repair work as directed and according to GCPS standards.
  - a. Inspect motor vehicles using inspection checklists and criteria as directed.
  - b. Document vehicle repairs and record labor used according to established procedures.
2. Maintain a positive working relationship with all other school system personnel.
  - a. Maintain open communications with customers.
  - b. Maintain a positive working relationship with other GCPS employees.
3. Research tech manuals, service bulletins, equipment diagrams, and parts catalogs.
  - a. Follow recommended service, diagnostic, repair, installation, removal procedures.
  - b. Determine replacement and substitute parts needed to perform repairs.
4. Install and remove special needs bus equipment.
  - a. Install and remove equipment as directed.
  - b. Salvage defective, obsolete, and surplus equipment as directed.
  - c. Report configuration problems to supervisor for resolution.
5. Follow shop safety policies for the Fleet Maintenance Department.
  - a. Wear and maintain Personal Protective Equipment (PPE) as required.
  - b. Report injuries as required by fleet.
6. Provide and maintain tool chest and hand tools
  - a. Obtain and maintain an adequate inventory of serviceable technician-provided hand tools.
  - b. Maintain and account for issued GCPS tools, equipment, parts, supplies, and equipment.
  - c. Clean and store tools promptly after use and clean the shop bays periodically.

7. Work assigned shift and be on-call as requested.
8. Perform other duties as assigned.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit for extended periods of time. The employee is also required to talk, hear, stand, and walk. The employee may be required to use hands to finger, handle, feel, and/or reach. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 100 pounds. The employee is required to operate a motor vehicle in performance of duties. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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# FLEET MAINTENANCE CLERK – PARTS

Job Description



GWINNETT  
COUNTY  
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## JOB QUALIFICATIONS

### Licenses/Certifications

Valid Georgia driver's license required. Must obtain and maintain fork truck operator license. ASE P1 certification - Medium/Heavy-Duty Truck Dealership Parts Specialist preferred.

### Education

High school diploma or equivalent required.

### Skills

Ability to communicate with a variety of customers in an effective and tactful manner; ability to use computerized inventory system, spreadsheet, and vehicle management programs; ability to prioritize work, meet deadlines, resolve problems, and assist in addressing emergencies; ability to communicate orally and in writing with GCPSS personnel, contractors, and suppliers; ability to research and compile information and enter into software applications, spreadsheets, and databases; knowledge of inventory operations; knowledge of or ability to learn GCPSS policies and procedures and apply them to routine operations; and ability to act as a representative of Gwinnett County Public Schools

### Work Experience

Two years of experience working in automotive and/or heavy truck parts inventory preferred. Customer service and/or purchasing experience preferred.

## PRIMARY RESPONSIBILITY

Support fleet operations at the shop to include receive, verify, label, store, issue, document and secure all repair parts and shop supplies.

## ESSENTIAL JOB DUTIES

1. Perform fleet operations duties by using Fleet Computerized maintenance management system (CMMS).
  - a. Support fleet operations by performing office clerical and administrative duties.
  - b. Maintain automated and manual accounting records, posts receipts and turn-ins (cores, overages, etc.).
  - c. Enter data into various software applications for current and historical management reports.
  - d. Operate material handling equipment (forklift, pallet jack, etc.).
2. Requisition repair parts according to Fleet Supply Management Process and Procedures.
  - a. Check all storerooms for on hand quantities.
  - b. Research parts availability and pricing.
  - c. Order direct part(s) once requisition is approved at appropriate level.
  - d. Update and maintain Maximo database.
3. Receive repair parts according to Fleet Supply Management Process and Procedures.
  - a. Coordinate delivery dates and times with vendors.

- b. Verify quantity received versus quantity ordered, resolve any issues.
- 4. Store and conduct cycle count of repair parts according to Fleet Supply Management Process and Procedures.
  - a. Maintain inventory and direct parts in an organized manner.
  - b. Maintain and improve inventory and direct order storage area(s) to include Fleet trucks.
  - c. Ensure all parts are properly labeled and stored.
  - d. Conduct cycle counts using automated handheld device for data entry and reconciliation.
- 5. Issue repair parts according to Fleet Supply Management Process and Procedures.
  - a. Issue parts to Fleet personnel and authorized vendors.
  - b. Transfer parts to other shop storerooms as required.
  - c. Assemble kits to support planned maintenance activities.
- 6. Excess Inventory Management according to Fleet Supply Management Process and Procedures.
  - a. Review inventory annually for excess.
  - b. Make recommendation to remove items from inventory.
  - c. Prepare excess for disposal.
  - d. Update inventory as required.
- 7. Communicate with all parties in a businesslike, courteous, and efficient manner.
  - a. Handle internal and external customers graciously and effectively.
- 8. Perform other duties as assigned.
  - a. Perform additional clerical and customer support duties in the absence of the Fleet Maintenance Clerk - Support.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit for extended periods of time. Employee is also required to talk, hear, stand, and walk. The employee may be required to use hands to touch, handle, feel, and/or reach. Employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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# FLEET MAINTENANCE CLERK – SUPPORT

Job Description



GWINNETT  
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## JOB QUALIFICATIONS

### Licenses/Certifications

Valid Georgia driver's license required. Must obtain and maintain fork truck operator license, if required.

### Education

High school diploma or equivalent required.

### Skills

Ability to communicate with a variety of customers in an effective and tactful manner; ability to use computer word processing, spreadsheet, and vehicle management programs; ability to prioritize work, meet deadlines, resolve problems, and assist in addressing emergencies; ability to communicate orally and in writing with GCPS personnel, contractors, and suppliers; ability to research and compile information and enter into software applications, spreadsheets, and databases; ability to print standard reports; knowledge of or ability to learn GCPS policies and procedures and apply them to routine operations; and ability to act as a representative of Gwinnett County Public Schools.

### Work Experience

Two years secretarial/administrative or equivalent acceptable experience required. Customer service and/or purchasing experience preferred.

## PRIMARY RESPONSIBILITY

Support fleet operations at the shop and main office locations by focusing on customer service, data collection and retrieval, and administrative support to shop and departmental efforts.

## ESSENTIAL JOB DUTIES

1. Support fleet operations by performing office clerical and administrative duties including using Fleet Computerized Maintenance Management System (CMMS).
  - a. Enter data into various software applications for current and historical management reports (i.e. labor hours, operational data, etc.).
  - b. Organize and maintain electronic and paper files for the office in an efficient manner.
  - c. Act as the customer support point of contact for the office at the shop level by assisting in all aspects of communication. (i.e. telephone, radio, dispatch, e-mail, etc.).
2. Perform fleet operations duties as directed by line management.
  - a. Maintain the vehicle asset database to include driver assignments.
  - b. Schedule routine fleet maintenance activities (i.e. PM's, statutory inspections, etc.).
  - c. Generate shop management reports (i.e. readiness, fuel usage, etc.).
  - d. Participate in inventory counts for the office.
  - e. Schedule external vendor services as requested.
  - f. Perform additional clerical and inventory management duties in the absence of the Fleet Maintenance Clerk – Parts.
3. Communicate with all parties in a businesslike, courteous, and efficient manner.
  - a. Handle internal and external customers graciously and effectively.

4. Perform other duties as assigned.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit for extended periods of time. Employee is also required to talk, hear, stand, and walk. The employee may be required to use hands to touch, handle, feel, and/or reach. Employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.