

A RESOLUTION APPROVING JOB DESCRIPTION FOR VEHICLE/EQUIPMENT MAINTENANCE TECHNICIAN

WHEREAS, the City of Marietta has adopted job descriptions for all positions within the City of Marietta; and

WHEREAS, it is necessary to create a new position to perform the duties relative to the functions lawfully imposed upon or assumed by the City of Marietta; and

WHEREAS, the City Council desires to memorialized the approval of the duties and responsibilities of a vehicle/equipment maintenance technician;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marietta, that the vehicle/equipment maintenance technician job description as last revised on June 28, 2021 and attached hereto as "Attachment A" is hereby approved.

PASSED by the City Council and **SIGNED** by the Council President this 13th day of July, 2021.

CITY OF MARIETTA


Kermit McKinney, COUNCIL PRES.

ATTEST


DOTTIE GWIN, CITY CLERK



City of Marietta, Oklahoma
Job Description

Position Title: Vehicle/Equipment Maint. Tech.	Department: Operations
Pay Grade: L	Supervisor: Director of Operations

Position Purpose:

Performs maintenance and repair work on gasoline- and diesel-powered vehicles and equipment. Employee works under general supervision, using independent judgment as to type of maintenance and/or method of repair required.

Essential Functions and Duties:

- Identify problems with vehicles and equipment using diagnostic equipment
- Perform basic care and maintenance tasks such as oil changes, fluid level checks, and tire rotation and repair
- Perform general mechanic work on vehicles and equipment, such as the replacement of brake pads, wheel bearings, sensors, and other parts and components
- Perform road-side repairs
- Order and retrieve parts and components necessary to complete repairs
- Fabricate and weld parts and equipment
- Maintain work, time, and material records
- Maintain cleanliness of shop and work area
- Perform other duties as assigned or requested

Education and Experience:

- Requires High School Diploma or GED
- Prefer two years performing general maintenance and mechanical work on vehicles and equipment

Certificates and Licenses:

- Valid driver's license
- Possess, or ability to obtain a commercial driver's license within one year

Knowledge and Skills:

- Use of diagnostic equipment and tools and equipment used in the maintenance and repair of vehicles and equipment
- Operate a computer and software to troubleshoot mechanical problems, order parts and components, and document work performed
- Use of welder,
- Establish and maintain effective working relationships with co-workers and those contacted in the course of work
- Communicate clearly and concisely, both orally and in writing.
- Occupational hazards and standard safety practices

Physical Job Requirements:

PHYSICAL ACTIVITIES	FREQUENCY			
	None	Under 1/3	Up To 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to find, handle, feel, or manipulate				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell			X	
Lift up to 25 pounds			X	
Lift up to 50 pounds			X	
Lift up to 100 pounds		X		
Work outdoors		X		

Normal vision with or without corrective lenses; Moderate to high noise level;

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment fit for duty examination
- Subject to post offer, pre-employment criminal background check
- Must be at least 18 years of age

This is a Safety Sensitive position:

This job has been classified as a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.