

Assistant Emergency Vehicle Technician Job Description

Job Title: Assistant Emergency Vehicle Technician

Reports To: Service Technician

Department: Service Department

Position Type: Hourly/Non-Exempt

Summary: Assist Service Technicians conduct general mechanical work and vehicle inspections by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Assists Service Technicians by completing basic chassis preventative maintenance, basic fire pump preventative maintenance, and simple repairs as directed.
2. Conducts fire pump tests as directed by Service Technician.
3. Completes service-related paperwork in detail and legible format at the completion of assigned project or at the conclusion of the shift.
4. Travel to and from customer locations may be required. Travel may also include overnight stays.
5. Complete vehicle/state safety inspections as assigned according to approved procedures.

Other Duties and Responsibilities include the following.

1. Reads and follows job order instructions daily.
2. Cleans shop area by sweeping, removing refuse, washing floors and removing parts from floor area daily.
3. Will on an occasion performs deliveries and pickups as assigned in designated vehicle by lifting material/merchandise to load and unload vehicle.
4. Conducts pre-delivery inspections, detailing, and upfit of new vehicle deliveries.
5. Applies knowledge and ability to safely utilize all tools and equipment to include:
 - saws
 - pneumatic and hand tools
 - pressure washers
 - hydraulic jacks
6. Performs other related duties as assigned.

Skills/Requirements:

Intermediate Language Skills
Customer Relations
Basic Math Skills
Ability to work in a vehicle fume environment
Ability to stand for long periods of time
Reliable Personal Transportation

Manual Dexterity Skills
Intermediate Reasoning Abilities
Ability to push, lift and move up to fifty (50) pounds
Basic Computer Literacy (Basic Microsoft Programs)
Must possess basic hand tools/equipment

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Education/Experience:

High School Diploma or Equivalent. Minimum six months of related work or vocational experience required.

Certifications/Licenses:

Valid Driver's License - must meet insurance underwriting requirements, Commercial Driver's License must be obtained within 90 day of hire (if not already possessed) NYS Inspectors License for Heavy Vehicles must also be obtained within 120 days of hire (if not already possessed).

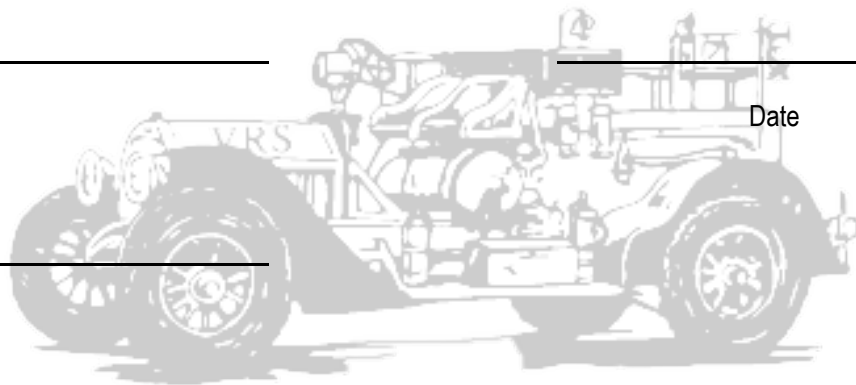
Understanding:

By signing the below, I have read and understand the position for which I am seeking/hired for. Should I have any questions regarding this job description I should direct those questions to the Shop Foreman. I also understand that due to business needs, I may be required to perform job duties that are not within this job description. Furthermore, the Company may have to revise, add to, or delete from this job duties per business needs. On occasion, the Company may need to revise this job description with or without notice.

Name

Date

Signature



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