



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Fleet Maintenance Technician	FLSA:	Non-Exempt
DEPARTMENT:	Sheriff	REVISED:	

Summary: Under general supervision, coordinates vehicle maintenance, repairs and replacement and maintains records and logs on vehicle services.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Schedules maintenance and repairs for vehicles, and assures work is properly completed.
- Performs repairs to assigned vehicles; maintains vehicles, equipment and facilities.
- Updates the vehicle maintenance records with mileage, utilization and repair costs; collects and compiles data on vehicle availability and utilization.
- Purchases parts and supplies as needed.
- Writes specifications for replacement vehicles, and recommends purchase.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of vehicle maintenance principles and techniques.
- Knowledge of the principles of record keeping and records management.

- Skill in public relations and customer service.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with County staff and the general public.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

High school diploma or GED equivalent; AND two (2) year's automotive maintenance experience; must have a valid driver's license.