

**City of Vicksburg  
Job Description**

**Job Title:** Vehicle Maintenance Specialist I

**Department:** Vehicle Maintenance

**Reports To:** Vehicle Maintenance Director

**FLSA Status:**

**Prepared By:** BDW/DW

**Prepared Date:** December 12, 2018

**Approved By:** FS

**Pay:** \$12.00/hr

**Approved Date:** 12/20/2018

**Summary:**

Responsible for Inventory control and maintaining all shop records. Must have knowledge of vehicle repairs and purchasing of parts.

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

- \*Manage front office/inventory room
- \*Writes all work orders/invoices
- \*Responsible for inventory quality control and record keeping
- \*Records and maintains all shop records in a computer program
- \*Help Director with Fuelman, Payroll and tracking system on vehicles
- \*Must do a weekly inventory on parts

**Supervisory Responsibilities**

None

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Must have at least a high school diploma or GED and one to two years of experience in inventory control, buying and computer operation. Must be willing to take necessary NIGP classes .

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos.  
Ability to write simple correspondence. Ability to effectively present information in one-on-one and small groups situations to customers, clients, and other employees of the organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

Must have knowledge of spreadsheet software and word processing software. Individual will be trained on the in-house Vehicle Maintenance program and Munis program.

**Certificates, License, Registrations**

Must have Valid driver license  
NIGP classes will be required

**Other Skills and Abilities**

Must have leadership skills. Must be able to prioritize work and organize schedules.

**Other Qualifications**

Must be able to be on call (nights and weekends). Overtime and alternative schedules may be assigned as needed.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually loud.