

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Maintenance II/ Vehicle Service**

Data Year: 2017

Prepared On: 07/09/2018

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Department:	Facilities	Grade:	8
Reports To:	Director of Facilities	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:		Effective Date:	06/11/2004
		Revised Date:	06/06/2018

**Role:**

Perform service maintenance, diagnosis, and light repairs on fleet and non-fleet cars, trailers, golf carts, and mowers, custodian and other heavy equipment in a safe, efficient, quality minded, and customer focused manner. Perform cleaning of scheduled college travel cars. Will also assist with other general maintenance as assigned by the director.

**Essential Functions & Responsibilities:**

- E 30% Perform cleaning, and prepares for vehicle travel departure schedules.
- E 30% Perform preventive maintenance and repairs to vehicles such as oil changes, tires air pressure checks, tires replacements, check and refill fluids, test drives, brake checks, lights checks and repairs.
- E 15% Perform preventive maintenance and repairs to golf carts, mowers, vacuums, buffers, and other light equipment as needed.
- E 10% Perform general maintenance duties will include moving furniture, boxes, etc., setting up for and/or working special events, building checks over holidays when buildings are unoccupied, and on-call duty. Will perform routine preventative maintenance (greasing equipment, oiling motors, changing belts, changing air filters, changing light bulbs, etc.).
- E 10% Manage, track, and maintain fleet and non-fleet usage and maintenance hours logs.
- E 5% Attends training sessions required by the supervisor.

**Performance Measurements:**

1. Refuel, maintain tire pressures, checks/refills vital fluids, washes and vacuums vehicles.
2. Responsible for the maintenance and light repair of all vehicles and equipment for the college.
3. Examine vehicle to determine if any additional safety or repair work is needed.
4. Deliver and pick up vehicles to mechanics for heavy repairs or replacement parts.
5. Perform operational test on all vehicles to quality-check all repairs.
6. Monitor, track, and log vehicle and equipment utilization and service hours.
7. Assist with documentation for purchase of parts, new cars, and tags and certifications.
8. Assist with UPS, Fed Ex, or truck deliveries loading and unloading.

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9. Assist with the management, tracking, logging, collecting, and returning vehicles keys to scheduling manager.
10. Assist in the repair of mowers, floor care equipment ie. vacuums, suckers, buffers, or other small or heavy equipment as needed.
11. Assist with other duties as needed such as HVAC repairs, electrical repairs, landscaping, and custodial cleaning.

**Knowledge and Skills:**

Experience	Six months to two years of similar or related experience.
Education	Certification in Mechanics preferred. A high school education or GED required.
Interpersonal Skills	Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information.
Other Skills	<p>Knowledge of:</p> <p>Automotive methods, techniques and procedures involved in maintenance repairs and part replacement.</p> <p>Safety practices and techniques in mechanics; diesel and gas engine mechanics; vehicle make-up; shops and the parts and supplies required.</p> <p>Basic computer software such as email or Microsoft Office.</p> <p>Skills:</p> <p>Excellent interpersonal, team building and oral/written communication.</p> <p>Basic analytical and computer skills.</p> <p>Excellent time management and organizational skills.</p> <p>Skilled in basic diagnosis, maintenance, and repair of driving vehicles and light or heavy equipment.</p> <p>Ability to:</p> <p>Function and perform effectively with minimum supervision.</p> <p>Multitask in a fast pace environment.</p> <p>Troubleshoot, diagnose and repair equipment with accuracy and speed.</p> <p>Create effective working relationships with employees.</p> <p>Coordinate programs, prepare reports and maintain accurate records.</p> <p>Communicate both orally and in writing.</p>
Physical Requirements	<p>Physical requirements are based on an 8 hour work day and may vary accordingly to duties assigned.</p> <p>Sitting for a period of 15 min at one time with a total of 2 hours</p> <p>Standing for a period of 15 min at one time with a total of 3 hours</p>

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Walking for a period of 15 min at one time with a total of 3 hours

Lifting up to 5 lbs. frequently and up to 100 lbs. occasionally

Carrying up to 5 lbs. frequently and up to 100 lbs. occasionally

Repetitive Action: use of right and left hand for use hands to finger; handle; feel or operate objects, tools, or controls; simple grasping; fine manipulation; pushing and pulling; and reaching above shoulder occasionally

Use both feet for repetitive movements as in operational functions

Bending, squatting, and reaching above shoulder level frequently; crawling and climbing occasionally

Keyboarding 2 hours daily

Be exposed to unprotected heights, moving machinery, marked changes in temperature and dust fumes and gases while driving a college vehicle occasionally

**Work Environment** While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is regularly exposed to wet and/or humid conditions and occasionally fumes or toxic chemicals. The work can be physically demanding and sometimes dirty and unpleasant.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature