**General Service Technician**

**JOB SUMMARY:**

The Elbert County Vehicle Maintenance Department is looking for a full-time General Service Technician. This position is responsible for reporting to the Vehicle Maintenance Director and performing duties necessary to maintain/repair Elbert County vehicles and equipment.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have a valid driver’s license and at least high school diploma or equivalent. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Performs routine maintenance on vehicles and equipment.
* Responsible for tire repair, tire rotation, and changes.
* Performs basic repairs on vehicles and equipment.
* Performs safety inspections and testing vehicles and equipment.
* Keep accurate records of work performed.
* Maintain a clean and safe working environment.
* Practice safe work principles
* Maintain positive relationships with other employees.
* Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Ability to perform routine maintenance tasks like oil changes, fluid checks, and filter replacements on vehicles and equipment.
* Ability to inspect tires for wear and damage.
* Ability to mount, balance, and repair vehicle and equipment tires.
* Physically able to work outside in extreme weather conditions.
* Physically able to lift heavy objects.
* Ability to use and interpret data from diagnostic tools and analyzers.
* Receive training and pass competence testing as required.
* Operate equipment necessary to complete the job.
* Knowledge of county and departmental policies and procedures.
* Knowledge of safety rules and regulations.
* Must have a strong work ethic.
* Must have problem solving and analytical skills.
* Must have effective communication and interpersonal skills.