



Apply at the Personnel Office, City Hall, Room 230, Main Floor.  
Applications will be accepted until a suitable candidate is found.

## Notice of Job Vacancy

**POSITION:** PREVENTIVE MAINTENANCE SPECIALIST – ADMINISTRATIVE SERVICES – FLEET DIVISION

**SALARY:** \$10.91-\$15.26 Per Hour

**NOTE:** *This is a second-shift position. Hours are 11:30 a.m. – 8:00 p.m.*

### MINIMUM TRAINING AND EXPERIENCE

A high school diploma, ASE certification supplemented by two years of experience in the maintenance of vehicles, trucks and heavy equipment. The equivalent combination of education and related work experience may be considered A ed.

*A valid driver's license is required.*

### DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the standard tools, materials, and practices of the trade.
- Knowledge of the occupational hazards and safety precautions of the position.
- Skill in the care and use of required tools and equipment.
- Ability to perform preventive maintenance on a variety of vehicles heavy truck's and equipment.
- Ability to read and interpret equipment manuals, specifications, etc.
- Ability to plan, organize, and prioritize daily assignments and work activities
- Ability to prepare required records and reports in a timely and accurate manner.
- Ability to work independently and to understand and carry out oral and written instructions.
- Ability to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Personally demonstrates appropriate customer service skills.

### SPECIFIC DUTIES

- Performs routine maintenance on all City vehicles, trucks & equipment
- Properly disposes of oil, fluids and oil filters.

(Continued on Next Page)

Applications will be accepted until a suitable candidate is found. Priority consideration may be given to qualified persons currently employed by the City of Rock Hill who submit their application to the Human Resources Dept.

The City of Rock Hill is an Equal Opportunity Employer—M-F-D-V

2010  
May

### **SPECIFIC DUTIES (Continued)**

- Picks up parts from vendors; delivers and picks up vehicles to be serviced.
- Assists technicians and mechanics with maintenance and repair work as assigned.
- Cleans and maintains shop area, assigned tools and equipment.
- Maintains accurate records on maintenance work completed.
- Performs all other duties as may be assigned to meet organizational needs.