

**\*All Applications are accepted in the Human Resources Department @ 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position open until filled.**

## JOB OPENING

### **PARTS AND WARRANTY TECHNICIAN**

*Grade 16: \$22,742.22 (\$10.93/hr.) - \$31,350.40 (\$15.07/hr.)*

**DEPARTMENT:** Maintenance Shop

**DIVISION:** PUBLIC WORKS

**GENERAL DESCRIPTION:**

This job requires good working knowledge of vehicle and equipment maintenance, replacement parts and repair process. Work with equipment and vehicle dealers and aftermarket parts suppliers to obtain replacement parts and warranty service in a timely and cost effective manner for the County. Work with coworkers and supervisors to provide efficient and timely customer service.

**ESSENTIAL JOB FUNCTIONS:**

1. Determine if parts and /or repairs are eligible for warranty coverage and shall schedule warranty work as needed.
2. Working with mechanics, will research parts and repair manuals to obtain proper part numbers and descriptions for automotive, heavy trucks, agricultural and construction equipment.
3. Locate parts and supplies plus obtain availability and price information.
4. Coordinate and schedule repairs with outside service shops
5. Use the computer to conduct internet searches for manuals, parts and supplies plus save certain information for future reference.
6. Input data and information into computerized equipment maintenance records
7. Prepare or assist with preparation of equipment and vehicle reports
8. Assist with customer input and scheduling of vehicle and equipment repairs and service
9. Coordinate parts deliveries and /or travel to local and out of town locations to obtain parts
10. Obtain and properly place MSDS (Material Safety Data Sheets) information when applicable
11. Ensure that parts purchases are made in compliance with the County's Purchasing Procedure Manual.
12. Completes other assigned tasks as needed

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

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### **MINIMUM QUALIFICATIONS:**

### **KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge to efficiently obtain repair and replacement parts for light, medium and heavy automotive and construction/ maintenance equipment plus light power equipment such as chainsaws, water pumps, plate compactors, etc.; Ability to track and obtain warranty service and repairs; Knowledge of related occupational hazards and necessary safety precautions; Ability to operate non-CDL vehicles and light motorized equipment; Ability to understand and carry out oral and written instructions; Ability to lift or move heavy parts and packages with hand dolly or similar devices; Ability to effectively communicate orally, with telephones and with email or other communication devices; Ability to perform shop records functions with a computer.

### **EDUCATION AND EXPERIENCE:**

High school graduation or possession of an acceptable equivalency diploma; Experience with acquisition of repair and replacement parts and service for a variety of automotive, emergency vehicles, construction and road maintenance equipment; Experience with obtaining warranty parts and service. Minimum two (2) year of related experience. (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Possession of a valid Florida Class "E" or better Driver's License

### **ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight (with or without corrections)  
Heavy (45 pounds and over) lifting and carrying.  
Walking, standing, pushing, pulling, sitting  
Driving or operating vehicles and equipment in a safe manner

### **ENVIRONMENTAL CONDITIONS:**

Works primarily in a maintenance shop environment;  
Off loads deliveries or assists with same while outside in various weather conditions with: noise, dust, dirt.  
Vibrations in and with moving equipment  
Traffic and hazardous conditions  
May be subject to confined spaces and elevated locations

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

**Approved by BOCC 10/4/18**