

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB:7440  
Pay Grade: D10

FLSA: Non-Exempt

**VEHICLE MAINTENANCE SYSTEMS TECHNICIAN**

**MAJOR FUNCTION:**

Performs technical and analytical duties to assist with the implementation of and provide on-going refinement of the fleet maintenance information system. Work is performed independently under general supervision and reviewed through results obtained.

**DUTIES AND RESPONSIBILITIES:**

- Assists with implementation of fleet maintenance information system.
- Analyzes department record keeping and reporting needs; modifies application(s) as appropriate.
- Writes procedures for system users in department.
- Trains vehicle maintenance and transportation compound staff in use of system and/or software.
- Specifies criteria to create reports and/or modifies report formats provided; generates reports as scheduled or requested.
- Establishes and maintains consistency in data input and reporting.
- Maintains state-required files in office and on state-wide network.
- Processes purchase orders and related paperwork for new vehicle or equipment acquisitions.
- Maintains warranty records and equipment identification numbers.
- May recommend new equipment or software acquisitions to supervisor.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED supplemented by college or postsecondary courses in data processing or related field. Four (4) years of progressively responsible experience utilizing a personal computer and midframe to mainframe software packages in an office environment. Demonstrated knowledge of vehicle maintenance function.

ISSUED: 4/95 SV; BOARD APPROVED: 6/13/95; REVISED WC: 6/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

## VEHICLE MAINTENANCE SYSTEMS TECHNICIAN

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time		X			
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				