



## EMPLOYMENT OPPORTUNITY

# **AUTOMOTIVE TECHNICIAN/MOTOR POOL PROGRAM COORDINATOR I/II**

### **SALARY AND BENEFITS**

I- \$22.17-\$29.22 hourly, plus benefits package

II-\$24.30-\$32.07 hourly, plus benefits package

### **FILING DEADLINE**

Open until filled.

### **DUTIES AND RESPONSIBILITIES**

Inspect, service, and perform minor repairs to a wide variety of County vehicles and other related equipment. Coordinate the motor pool operations with the Sheriff's County I Motor Pool program; perform a variety of technical tasks related to assigned area of responsibility; train others to perform basic auto maintenance services. The major duties of this job include:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for motor pool operations;
- Plan, organize, and assign maintenance work on County automobiles, trucks, vans and other related light equipment;
- Oversee, direct, and supervise the offenders assigned to the program;
- Inspect and approve the delivery of new County vehicles and related equipment;
- Monitor and evaluate maintenance on County vehicles;
- Advise and assist in the diagnosis of minor and major repair work;
- Monitor, approve and order, replacement parts, and equipment costs;
- Perform general repair work on gasoline and diesel-powered engines. Perform preventive maintenance on vehicles, including but not limited to; lubrication and oil changes, tire mounting, balancing and rotation, general brake repair;
- Recommend and monitor private service repairs for County vehicles;
- Evaluate the work of the County's private service repairs relating to the maintenance and repair of vehicles;
- Maintain maintenance and repair records that include all work performed on each vehicle, drive vehicles and equipment as necessary for the purpose of inspection and diagnostics;
- Prepare invoices for services performed to ensure proper accounting procedures and reimbursement to the motor pool program;
- Participate in budget preparations and monitoring, prepare cost estimates for budget recommendations, submit justifications for equipment and materials, monitor and control expenditures;
- With fiscal awareness, order and purchase supplies, comply with government standards of safety and record keeping;
- Ensure Motor Pool area is compliant with all local, state and federal OSHA guidelines.

## MINIMUM QUALIFICATIONS

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:** High school diploma or equivalency.

**Experience:** Two years of responsible experience maintaining and repairing vehicles or power-driven equipment.

**License:** Possession of, or ability to obtain, a valid California driver's license.

## SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

The Lassen County application is available at our application center at the address listed below, and at our website at: <http://lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street Ste. 3  
Susanville, California 96130

☎ (530) 251 -8320 ☎

Updated: February 19, 2023

## ☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment drug screening for safety sensitive positions.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.