

POSITION ANNOUNCEMENT

FLEET VEHICLE MAINTENANCE TECHNICIAN

(Part-Time, up to 29 hours per week)

Duluth Police Department

The City of Duluth, Georgia (pop. 31,000) is accepting applications for the part-time position (up to 29 hours per week) of **VEHICLE MAINTENANCE TECHNICIAN** in the City of Duluth Police Department. Work schedule to be discussed with exact days and hours are somewhat flexible.

This position performs moderately skilled work involving preventative and routine maintenance, troubleshooting, and minor repair and installation of emergency equipment for automobiles. This includes battery service, wipers, fluid service, filters, and tire service. Installation of emergency equipment includes in-car camera systems, light bars, radar, sirens, and computers. Also, the employee will help transport vehicles to local dealerships and secondary up-fitters and will be responsible for maintaining a two-bay shop with the parts room and maintaining current stock inventory, and input data on vehicle report information into a fleet management computer system.

Work is performed under the general supervision of the Police Fleet Manager. It is critical that the work be accurate, complete, and finished in a timely manner.

A High School diploma, state-issued GED, or equivalent is required. Technical/vocational school training, military training, or apprenticeship in automotive mechanics is required. The training or apprenticeship should include verifiable training in the areas of gasoline and diesel engine repair and performance; automatic transmission/transaxle; manual drive train and axles; suspension; steering; brakes; electrical and electronics systems; and heating, ventilation, and air conditioning.

All candidates are subject to a background investigation including criminal history and other background checks, driving record checks, and drug screening test.

Hiring pay rate: \$17.99 - \$18.93 per hour (Grade 17), depending on qualifications. No fringe benefits are provided.

METHOD TO APPLY: Interested persons should submit a completed job application (with all required documents) and a comprehensive resume. Telephone and in-person interviews will be conducted. Not all applicants may be interviewed. The application and job description are available on our website at: www.duluthga.net/jobs

Questions? Contact Major William Petty at 678-512-3710 or pdcareers@duluthpd.com

Posting Date: 4-3-2023; updated 7/14/23

Open until filled, subject to close at any time

The City of Duluth is an Equal Opportunity Employer. The City will conform with all applicable local, state, and federal laws concerning employment and will not illegally discriminate with regard to age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification.

It is the policy of the City of Duluth to provide equal employment opportunities for all applicants and employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and other terms and conditions of employment.

The City of Duluth, in compliance with Federal law, will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.