



### JOB INFORMATION

Job Code:	155114
Job Title:	Vehicle Fleet Technician
FLSA Status:	Non-Exempt
Supervisory:	
Job Family:	Special Equipment/Material Handling
Job Family Group:	Administrative Support
Management Level:	7 Individual Contributor

### JOB SUMMARY

Performs regular maintenance, certifications, and repairs for assigned vehicle fleets. Answers calls for roadside assistance. Maintains compliance with all safety standards and regulations.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
X		Specialized/technical training	
	X	Associate's degree	

#### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	of experience as an automotive/diesel technician or similar.
	X	2 years	of experience as an automotive/diesel technician or similar.

#### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated transportation industry knowledge.
X		Knowledge of automotive systems (e.g., engines, transmissions, brakes, HVAC).

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience performing qualified DOT-regulated inspections, preventative maintenance, and brake-related services.
X		Proven knowledge of all relevant DMV and DOT policies and procedures.
X		Excellent written and oral communication skills.
X		Excellent time management skills.
X		Demonstrated interpersonal, negotiation, and problem-solving skills.
X		Demonstrated ability to work independently with minimal supervision.
	X	Experience diagnosing varied complex vehicle issues (e.g., electrical, HVAC).
	X	Data gathering and analysis skills.

## Licenses

Req	Pref	License(s)
X		Valid driver's license

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		DOT certifications
	X		ASE certifications

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs regular maintenance and certifications for assigned vehicle fleets (e.g., cars, scooters, forklifts, heavy equipment). Investigates and troubleshoots complex mechanical/electrical issues by analyzing symptoms and error codes, conducting tests, and researching technical manuals to pinpoint the root causes of problems.				
Repairs or replaces failing components (e.g., brakes, suspension systems, drivetrains), documenting identified issues, parts used, and services performed. Answers calls for roadside assistance (e.g., flat tires, battery jump starts) in a timely manner. Creates and prepares reports as needed/requested.				
Maintains fleet documentation (e.g., titles, smog certificates, needed repairs). Ensures repairs are performed accurately and efficiently, meeting safety standards and regulations. Keeps up to date with manufacturer recalls and warranty information. Performs regular, thorough safety checks to prevent potential hazards. Disposes of materials in compliance with all standards and regulations.				
Operates and maintains specialized tools and heavy equipment (e.g., lifts). Maintains service schedules per set manufacturer timelines. Orders, tracks, and manages inventory of parts/supplies, and works with vendors to ensure timely availability of required parts when needed.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident.

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_

Print Employee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Manager Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.