


JOB DESCRIPTION	JOB TITLE: Vehicle Maintenance Technician	
	Job Location: Utah Olympic Park Reports to: UOP Operations Manager Function Area: UOP Operations	Position Code: 850 Pay Grade: 7 Type: Full Time Non-Exempt

Job Title: Vehicle Maintenance Technician

Major Tasks, Responsibilities and Accountability

- Perform routine and emergency repair and maintenance to UOP vehicles: Snow-cats, heavy equipment and miscellaneous UOP equipment including: snowmobiles, snow-blowers, and small engines.
- Supervise and maintain the Snow-cat maintenance facility and associated tools, equipment and shop supplies.
- Develop, implement and maintain vehicle and equipment service logs and database.
- Develop, implement and schedule maintenance plan for all UOP vehicles and equipment
- Stock the maintenance facility with supplies, and maintain inventory.
- Coordinate emergency maintenance with vehicle and equipment user needs and schedules.
- Develop, implement and maintain training manuals for operation of each piece of UOP equipment.
- Maintain all manuals, paperwork and registrations on all UOP highway legal vehicles.
- Assist with managing the Vehicle Maintenance budget in coordination with Park Operations Management.
- Oversee outside contractors hired to perform work on UOP equipment.
- Ensure all vehicle maintenance activities comply with UOP safety policies, Utah OSHA regulations and safe work practices.
- Assist all other UOP functions with mechanical support where appropriate.
- Equipment training on loader, skid-steer, plow truck operations, ATV's, ect.

Required Knowledge and Essential Skills

- 5 years experience in vehicle/small machinery maintenance and repair
- Extensive knowledge of Snow-cat, Snowmobile, and ATV repair
- Chair-lift maintenance experience desired
- Experience organizing and maintaining working mechanical shop
- Must have exemplary organizational and prioritization skills
- Welding experience required, Professional certification desired
- Ability to multi-task in faced paced work environment
- Must have own basic tools
- Radio protocol

Minimum Qualifications


- A valid Driver's License and CDL
- Flexible work schedule – must be available to work days, evenings, weekends and holidays
- Ability to lift 20 pounds
- Must be able to stand on feet for extended time
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus
- Hearing – to converse with others in a normal conversation
- Balancing, bending, climbing, kneeling, walking, pushing, reaching above shoulders, and sitting

Environmental Job Requirements

- Ability to work outdoors in all temperature/weather extremes

Physical Requirements

- Balancing, bending, climbing, kneeling, walking, pushing, reaching above shoulders, and sitting
- Ability to lift 20 pounds
- Must be able to stand on feet for extended time

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Required In-House Training

- UAF Orientation
- Sexual Harassment
- Drug & Alcohol
- Ammonia Awareness
- Hazardous Communications Program
- Shelter-in-place
- Hazardous Response Team (Hazwoper) Training Mandatory
- Lock Out/Tag Out authorized
- Internal vehicle use
- Fire extinguisher use
- Welding hot work

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice.