



# EMPLOYMENT OPPORTUNITY

## Maintenance Support Technician

[www.skagittransit.org/careers](http://www.skagittransit.org/careers)

Open until filled, first consideration by December 17, 2021

### **Position Summary:**

Administers the Maintenance Department's computer data management system and maintains various records including inventory control, preventative maintenance reports. Trains maintenance personnel on computer system and assists computer personnel with troubleshooting and updating maintenance software. Receives parts and supplies for all Skagit Transit departments. Provides support for inventory and supply control duties during Vehicle Maintenance Supervisor's absence.

### **Duties and Responsibilities**

Responsibilities include but not limited to:

- Develop specialized reports using database, reporting and spreadsheet software; provide other departments with statistical reports as needed including up-to-date fleet cost reports and vanpool fuel and mileage reports
- Responsible for maintaining and updating Skagit Transit's TAM plan
- Assist in tracking preventative maintenance scheduling
- Track on-site fuel supply; coordinate fuel orders and deliveries; download all fuel transactions and ensure accuracy of entries
- Receive all incoming parts, supplies and other shipments for all Skagit Transit departments; ensure goods received are as ordered and in good condition

### **Qualifications**

Any equivalent combination of education and experience that provide the knowledge, skills and abilities required to successfully perform the job. A typical way to meet this requirement would be:

- High school diploma or equivalent
- College level courses in business management, accounting or related field
- 3 years of experience in computerized data management, purchasing, inventory control systems, preferably in the public sector
- Valid Washington State Driver's License
- Maintain acceptable driving record

### **Salary and Benefits**

- Starting wage: \$24.10/hour
- Medical insurance with premium share; dental, vision, and life insurance all paid by employer
- 401(a) qualified and 457 deferred compensation plans, 125 Flexible Spending Plan
- Paid Holidays

### **To Apply**

Apply at [www.skagittransit.org/careers](http://www.skagittransit.org/careers)

Submit your application packet and resume to [hr@skagittransit.org](mailto:hr@skagittransit.org) or 600 County Shop Lane, Burlington, WA 98233

**Skagit Transit is an Equal Opportunity and Drug Free Employer**



## Position Description

### MAINTENANCE SUPPORT TECHNICIAN

<b>REPORTS TO:</b>	<b>Supervisor of Vehicle Maintenance</b>
<b>SUPERVISES:</b>	<b>No supervisory responsibilities</b>
<b>FLSA STATUS:</b>	<b>Non-exempt</b>
<b>TESTING STATUS:</b>	<b>Not safety-sensitive</b>
<b>PAY LEVEL:</b>	<b>Level 12</b>

#### **JOB SUMMARY:**

Administers the Maintenance Department's computer data management system and maintains various records including inventory control, preventative maintenance reports. Trains maintenance personnel on computer system and assists computer personnel with troubleshooting and updating maintenance software. Receives parts and supplies for all Skagit Transit departments. Provides support for inventory and supply control duties during Vehicle Maintenance Supervisor's absence.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop specialized reports using database, reporting and spreadsheet software; provide other departments with statistical reports as needed including up-to-date fleet cost reports and vanpool fuel and mileage reports
- Monitor changes to State and Federal reporting requirements and provides reports for annual audits
- Responsible for maintaining and updating Skagit Transit's TAM plan
- Maintain computer records of maintenance calls on vehicles as informed by drivers and mechanics
- Retrieve and process repair requests, check for duplication and priority status and dispatch
- Assist in tracking preventative maintenance scheduling
- Implement and maintain work order procedures and controls
- Track on-site fuel supply; coordinate fuel orders and deliveries; download all fuel transactions and ensure accuracy of entries
- Receive all incoming parts, supplies and other shipments for all Skagit Transit departments; ensure goods received are as ordered and in good condition
- Post all received maintenance purchase orders into maintenance software program
- Track partial and completed shipments; maintain and track serialized parts in inventory
- Coordinate physical inventory including bar code procedures; complete inventory reconciliation reports for Maintenance and Administration departments; provide technical support and assistance with inventory control including research, assistance with procedures development, pricing, and reconciliation; perform inventory control duties as needed
- Research and calculate costs for all accidents or vandalism related to Skagit Transit's rolling stock and facilities; invoice appropriate parties for reimbursement
- Assist Skagit Transit information technology staff in maintaining and troubleshooting fueling and maintenance software; coordinate referrals to appropriate technical personnel for services to software; assist maintenance staff through software support and training

- Pick up parts from vendors as needed
- Perform other related duties as assigned

### **QUALIFICATIONS:**

Any equivalent combination of education and experience that provide the knowledge, skills and abilities required to successfully perform the job. A typical way to meet this requirement would be:

- High school diploma or equivalent
- College level courses in business management, accounting or related field
- 3 years of experience in computerized data management, purchasing, inventory control systems, preferably in the public sector
- Valid Washington State Driver's License
- Maintain acceptable driving record

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Knowledge of:**

- Basic vehicle maintenance concepts, terminology, practices and procedures
- Public procurement procedures
- Inventory control procedures and systems
- Basic accounting procedures

#### **Ability to:**

- Demonstrate strong internal and external customer service skills in order to meet the Agency's expectations
- Communicate effectively and professionally, both orally and in writing, with employees at all levels of the organization, customers, vendors and contractors
- Relate effectively to individuals of various cultural, ethnic and social-economic backgrounds as well as individuals with special needs
- Maintain confidentiality of sensitive data and information
- Troubleshoot and explain computer applications relative to areas of responsibility
- Organize, prepare and maintain accurate department records, files and documents
- Maintain a high degree of accuracy and attention to detail in an atmosphere of frequent interruptions
- Effectively manage stressful situations in a calm and professional manner
- Operate a computer using word processing, spreadsheet, database, e-mail and calendar software
- Operate various types of office equipment such as telephone system, copier, fax, scanner and laminating machine
- Use courteous and professional telephone and e-mail etiquette

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential functions require sitting approximately 75 percent of time with balance of time spent traveling to various locations within the Skagit Transit office building, climbing stairs, stooping, kneeling, crouching, standing, walking, pushing, pulling, reaching, bending, and lifting and carrying objects weighing up to 50 pounds. Must be able to answer telephones and meet with

employees, vendors, and others who have business with Skagit Transit. Must be able to read a variety of printed or handwritten material including statements, regulations, reports, and forms.

**WORKING CONDITIONS:**

Work is performed while sitting at a desk or computer station; standing or walking while receiving, storing and distributing parts. Exposed to vehicle fluids, noise from equipment, fumes from cleaning solvents and vehicle exhaust, and temperature fluctuations due to shop doors. May be required to work over and above an eight-hour day/five days a week.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

***Approved:***

Department Manager	12/2020
Manager of Human Resources	12/2020
Executive Director	12/2020

# APPLICATION FOR EMPLOYMENT



# SKAGIT TRANSIT

600 County Shop Lane | Burlington, WA 98233

## POSITION APPLIED FOR:

**Directions:** Print or type all requested information. Do not submit a resume in lieu of completing any portion of this application. An incomplete application may delay action or disqualify you.

If you have a disability that requires assistance and/or reasonable accommodation with the job application process, please contact Human Resources at 360-757-5178.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(Zip)
Phone (Home)	Phone (Work)	Phone (Cell)
Email Address	Applying for:	Full Time      Part Time      Temporary

1. Are you a U.S. citizen or are you eligible for lawful employment in the U.S.?	Yes	No
2. Do you possess a valid Washington State Drivers License?	Yes	No

TYPE OF SCHOOL	NAME & LOCATION	MAJOR SUBJECT	MARK # YEARS COMPLETED	GRADUATE Yes or No
HIGH SCHOOL			9 10 11 12 GED	Yes No
COLLEGE			1 2 3 4	Yes No
COLLEGE			1 2 3 4	Yes No
GRAD SCHOOL			1 2 3 4	Yes No

Military Background:	Branch of Service:	Date In:	Date Out:
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OTHER RELEVANT COURSES AND TRAINING	NAME & LOCATION OF INSTITUTION	DATES ATTENDED
		Date In:_____ Date Out:_____
		Date In:_____ Date Out:_____
TRADE, OTHER MILITARY		Date In:_____ Date Out:_____

PRO. LICENSES OR CERTIFICATES	SERIAL NO.	DATE ISSUED	EXPIRATION

**WORK HISTORY**

Beginning with your **present or most recent employment**, list your work/experience history for the past 10 years, accounting for gaps in employment Use additional paper if necessary.

☐ Paid ☐ Volunteer

May we contact this Employer?

☐ Yes☐ No☐ Notify Me First

From (Mo & Yr)	Title or Position You Held	Company Name	Phone	
To (Mo & Yr)	Company Address	City	State	Zip
Total Yrs/Mos.	Primary Duties     Number of Employees You Supervised: Name and Title of Immediate Supervisor: Reason for Leaving or Considering Change:			
Hours Worked Each Week				

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Hours Worked Each Week				

I certify under penalty of the laws of the State of Washington that answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that should investigation disclose false or misleading information given in my application or interview(s), it may result in disqualification from employment or discharge. I understand that all employees of Skagit Transit are considered at-will employees and may be terminated from Skagit Transit employment at any time with or without notice.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_



## Voluntary Affirmative Action Form

The information requested below will be used for the statistical purposes only, as required by the Equal Opportunity laws and regulations. The information requested is **voluntary and confidential**.

Thank you for helping evaluate the effectiveness of our equal opportunity effort.

Name \_\_\_\_\_

Position Applied For \_\_\_\_\_

### Ethnicity

- ☐ HISPANIC or LATINO
- ☐ WHITE
- ☐ BLACK or AFRICAN AMERICAN
- ☐ ASIAN AMERICAN
- ☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
- ☐ AMERICAN INDIAN or ALASKA NATIVE
- ☐ MULTIRACIAL
- ☐ I DO NOT WISH TO SELF-IDENTIFY

Sex ☐ Female ☐ Male

Are you disabled? ☐ Yes ☐ No

Are you a veteran? ☐ Yes ☐ No

Are you a disabled veteran? ☐ Yes ☐ No

How did you learn about this position? Please identify source:

☐ Newspaper (**specify**) \_\_\_\_\_

☐ Internet website (**specify**) \_\_\_\_\_

☐ Referral/Friend/Relative (**specify**) \_\_\_\_\_

☐ Worksource Website or Office (**specify**) \_\_\_\_\_

☐ Radio Advertisement (**specify**) \_\_\_\_\_

☐ Walk-in \_\_\_\_\_

☐ Other (**specify**) \_\_\_\_\_