

# BLOOD TRIBE POLICE SERVICE

## Job Description

**POSITION TITLE:** Fleet Technician

### REPORTING RELATIONSHIPS:

**POSITION REPORTS TO:** Administrative Sergeant - Administrative Support Division

### POSITION FUNCTION:

General direction ensures that the fleet of BTPS vehicles are safe to operate; ensures preventive maintenance, repair, outfitting, and servicing of police service vehicles and equipment is complete; schedules maintenance and repairs, acquisition and replacement of supplies and fleet vehicles and specialized equipment. Completing vehicle registrations, licenses, plates, radars and other equipment as required. Keep accurate documentation of all activity involving the fleet and any other duties as directed.

### JOB RESPONSIBILITIES:

Transport vehicles to and from various vendors for pickup and delivery.

Diagnose vehicle and equipment problems and make recommendations regarding major servicing, improvements or purchases.

Schedule appointments and maintain computerized maintenance records. Use of the Sentinel computer program to monitor vehicles maintenance.

Schedule outside repairs, delivering vehicles and equipment for estimate and/or repair; and researching and ordering of parts as required upon approval.

Checks and tops up fluids; greases equipment; repairs and changes tires and wipers.

Identify when tune-ups are required and make miscellaneous minor repairs.

Maintain internal and external cleanliness of all vehicles.

Ensure vehicles are stripped of decals and equipment for auction or reselling.

Maintain shop tools and surrounding work areas; assists in maintaining shop inventory and ordering parts and supplies.

May need to provide twenty-four hour standby service for vehicle maintenance.

Complete and maintain daily, weekly, monthly reports accurately and on time.