

Assist fellow employees with tasks and perform other duties as required.

**REQUIRED SKILL SETS:**

***Occupational/Technical Skills***

Ability to use communication equipment (telephone, radio).

Ability to safely use tools, equipment, and materials used in the maintenance and repair of vehicles.

Ability to operate and maintain a wide variety of mechanical hand, power tools, and equipment.

Ability to work using essential safe work methods and procedures to provide a safe shop environment.

***Administrative Skills***

Ability to communicate effectively both orally and in writing.

Ability to analyze and resolve situations and problems.

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction.

Ability to handle multiple priorities and projects.

Ability to keep clear and accurate records and reports.

Ability to use computers – outlook, word processing, spreadsheets, and database applications with reasonable speed and accuracy.

Ability to follow preventative maintenance schedules and procedures for vehicles and equipment.

***Cognitive Skills***

Ability to identify problems, recognizing symptoms, causes and alternative solutions.

Ability to make timely, sound decisions.

***Communication Skills***

Ability to let people know of decisions, changes, and other relevant information in a timely fashion.

Ability to speak effectively one-to-one.

Ability to speak effectively before groups and respond to questions.

Ability to demonstrate attention and convey understanding of the comments or questions of others.

Ability to prepare clear and concise reports and other written materials.

Ability to communicate ideas and proposals verbally and in writing so others will understand, to include the preparation of detailed reports which include numerical information and statistics.

***Interpersonal Skills***

Ability to use tact and discretion.

Ability to maintain smooth, cooperative working relationships with peers and superiors.

Ability to deal courteously and diplomatically with co-workers and the general public.

Ability to maintain confidentiality.

Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions.

Ability to arrive at constructive solutions while maintaining positive working relationships.