



**PARISH OF CADDO**  
 Department of Human Resources  
 505 Travis Street, Suite 840  
 Shreveport, LA 71101  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED:  
 03/01/2004;01/01/06,01/01/07*

JOB TITLE: Service Technician II

DEPARTMENT: Fleet Services

FLSA Status: Non-Exempt

HOURS 7:00 a.m.- 3:30 p.m.

SALARY RANGE: \$11.19-\$16.83 / hr

LEVEL: 12

Under general supervision, is responsible for work of average difficulty in the performance of engine and body repair on light to moderate gasoline powered equipment and vehicles.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

Uses various types of testing equipment to diagnose engine malfunction to determine necessary repairs. Performs major and minor engine overhauls on cars, trucks, tractors, motor graders, and front end loaders. Repairs hydraulic systems, transmissions, differentials, drive and suspension systems and performs minor engine tune ups.

Diagnose, repair and maintain engine and chassis electrical systems.

Diagnose, repair and maintain air conditioning and heating systems.

Prepares and maintains records of repairs and services.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

High School Diploma or GED equivalent. Two (2) years experience in automotive mechanics is preferred.

Good knowledge of all types of repair and maintenance pertinent to light to moderate gasoline operated construction equipment and able to diagnose engine and equipment malfunctions accurately.

Must be able to read and comprehend automotive manuals and specialized instructions and accurately complete forms, work orders and reports. Must be able to establish and maintain harmonious work relationships and function as part of the team.

Must possess appropriate operators license.

Technicians must possess own tools for basic technician tasks.

**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. While performing the duties of this job, the employee will be required to manipulate objects weighing up to fifty (50) pounds, and lift such objects to waist high.