



Jefferson County Maintenance Garage Technician 1 Job Description

Position	Maintenance Garage Technician 1	Reports to	Director of Fleet Maintenance
Department	Maintenance Garage	Classification	Exempt
Pay Period	Monthly	Last Revised	June 17th, 2025

Purpose of Job

The Jefferson County Maintenance Garage Technician 1 is under direct supervision of the Director of Fleet Maintenance. This position is responsible for maintenance and repairs on any vehicles and / or equipment utilized by Jefferson County. This position is also responsible for carrying out other tasks provided by the supervisor within the scope of work.

Essential Functions

The Maintenance Garage Technician 1 is responsible for the following essential functions:

- Aid in and understand diagnostics
- Ability to repair diagnosed issues
- Routine maintenance and inspections
- Lube and oil filter change
- Tire repair and rotation
- Filter, wiper, battery and other part replacement
- Shop clean-up
- Parts pick-up
- Vehicle transport
- Other repairs as directed

Qualifications

- Must Pass drug test
- Must Pass background check
- Valid Tennessee driver's license
- Good driving record
- Must have own tools
- Must be 18 years of age

Competencies

- Ensure regular, punctual attendance during scheduled work hours.
- Organizational skills.
- Maintain composure and professionalism when dealing with the public and other employees.
- Time management skills and the ability to work independently.
- Ability to focus and demonstrate great attention to detail.
- Ability to work cooperatively as a member of a team.
- Ability to multitask.

Physical Requirements

This position requires the ability to engage in physical activity.

- Must be able to be on your feet for extended periods of time.
- Must be able to bend, reach and kneel.
- Must be able to lift, push or pull up to 40 pounds.

Occupational Hazards

- This position requires you to work within a vehicle / equipment maintenance garage. You may be exposed to or in direct contact with solvents, oil, gasoline, lead, carbon monoxide or other fumes and chemicals.
- You will be exposed to power tools, electrical hazards, burn hazards, moving parts, loud noises, flammable materials and working within confined spaces.
- Proper PPE (*Personal Protection Equipment*) is recommended and can be provided.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson County Government may provide reasonable accommodations to qualified individuals with disabilities. This document should only be signed upon hire by the employee assigned to the position and the immediate supervisor.

Employee Signature

Date

Supervisor Signature

Date