



W. M. KECK OBSERVATORY
On the summit of Mauna Kea, Island of Hawai'i

VEHICLE MAINTENANCE TECHNICIAN

The W. M. Keck Observatory operates the world's two largest optical/infrared telescopes located on the summit of Mauna Kea on the Big Island of Hawaii. Under the general supervision of the HQ Facilities Supervisor, the Vehicle Maintenance Technician position is responsible for supporting efficient summit day operations and summit/HQ transportation services by providing the following services: coordination of vehicle repairs with vendors, general mechanical and repair diagnosis, general wear and mileage upkeep – lube oil filters, vehicle warranty, parts inventory and maintains critical spares inventory and database. Assures that vehicles are properly rotated between Hale Pohaku, Hilo and HQ. Ideal candidate should have experience dealing with suppliers/vendors, familiarity with mechanical and diagnostic evaluations. Good computer skills, excellent written communication skills, good people skills, the ability to multi-task in a fast paced environment, and a strong service ethic.

Minimum qualifications: High school diploma., Two years' experience in general auto and truck maintenance including 4WD, understanding of automotive maintenance, basic skills in operating automotive maintenance shop tools and equipment and, ability to maintain equipment and spare part records in an orderly fashion.

This is a regular position with a competitive, comprehensive benefits package and private school (K-12) tuition support for dependent children. Salary is dependent upon qualifications and experience. The position is opened until filled. Employment is conditional on successful completion of background and drug tests. Mail or fax resumes, references, and salary history to: Vehicle Maintenance Technician, WMKO, 65-1120 Mamalahoa Highway, Kamuela, HI 96743; Fax (808) 885-4464 or employment@keck.hawaii.edu. Additional information about WMKO and this position may be found on our web site at www.keckobservatory.org. EEO/M/F/D/V

POSITION DESCRIPTION

POSITION TITLE:	Vehicle Maintenance Technician	DEPARTMENT:	Facilities
INCUMBENT:	VACANT	FLSA STATUS:	Non-Exempt
REPORTS TO:	HQ Facilities Supervisor	MEMBER:	
SUPERVISES:	N/A		

SUMMARY:

This position supports efficient summit day operations and summit/HQ transportation services by providing the following services: coordination of vehicle repairs with vendors, general mechanical and repair diagnosis, general wear and mileage upkeep – lube oil filters, vehicle warranty, parts inventory and maintains critical spares inventory and database. Assures that vehicles are properly rotated between Hale Pohaku, Hilo and HQ. Ideal candidate should have experience dealing with suppliers/vendors, familiarity with mechanical and diagnostic evaluations. Good computer skills, excellent written communication skills, good people skills, the ability to multi-task in a fast paced environment, and a strong service ethic.

ESSENTIAL FUNCTIONS:

1. Troubleshoot and diagnose vehicle problems. Determine appropriate and most cost effective course of action taking into consideration, safety, turnaround time, and impact on the fleet.
2. Perform bumper to bumper monthly inspection to include safety and emergency equipment checks. Road test vehicles to insure proper operation.
3. Perform basic routine vehicle maintenance such as filling/replacing fluids and lubricants, periodic tire rotation, flat repair, replacement of shock absorbers, hoses, belts, wipers, lamps, and batteries along with other minor repairs to assure vehicles are maintained in good working order.

4. Assist with daily preparation of vehicles to include loading and staging of vehicles for departing crews. This includes cleaning, filling gas, checking fluids, loading supplies and minor repairs assuring road worthiness.
5. Perform basic washing and cleaning of vehicle interiors and exteriors. Perform extra detail cleaning as needed such as carpets, upholstery, and engine.
6. Insure vehicles have current registrations, safety checks, insurance cards, vehicle manuals and WMKO phone list in glove compartment. Insure that proper interior labels and driving instructions are visible.
7. Schedule and deliver vehicles for repair to appropriate service garages and dealers. Perform follow up to ensure quick return of vehicles and that appropriate repairs are accomplished.
8. Maintain a well organized functioning and clean shop. Accomplish the timely order of parts and supplies. Perform regular weekly housekeeping to keep a safe working environment.
9. Perform detailed documentation of vehicle repairs and shop activities. Create and submit purchase requisitions and vehicle work orders as directed.
10. Provide basic instruction for WMKO employees in the proper operation of vehicles including snow chain installation and removal.
11. Assist drivers of vehicles that are broken down and stranded. Provide emergency repairs as necessary.
12. Prepare new vehicles for activation into the fleet and deactivation of old vehicles from the fleet. This includes removal and installation of phones, decals, safety equipment, and other such items.
13. Work effectively with coworkers and others by sharing ideas in a constructive, positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; and respecting diversity of WMKO workforce in actions, words, and deeds.
14. Maintain commitment to a high standard of safety, comply with all safety laws and WMKO safety policies/rules, and report actual and potential safety violations to appropriate supervisory or management personnel to further WMKO's core value of safety.
15. Carry out duties productively and look for improvements that can be made to further WMKO core values of discovery and service.

OTHER DUTIES:

1. Perform other duties consistent with the scope of the position.

Minimum Qualifications:

Education and Experience

1. High school diploma.
2. Two years' experience in general auto and truck maintenance including 4WD.

Skills

1. Understanding of automotive maintenance.
2. Basic skills in operating automotive maintenance shop tools and equipment.
3. Ability to maintain equipment and spare part records in an orderly fashion.
4. Ability to read and understand policies, directives, and instructions in English.
5. Ability to establish and maintain effective working relationships with others.
6. Computer literacy for MS Office tools.
7. Attention to detail and follow-through.
8. Excellent ability to communicate with staff, in person, over the phone, or over e-mail.
9. Problem solving—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
10. Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits

- willingness to try new things.
11. Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings when assigned.
 12. Written Communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
 13. Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
 14. Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
 15. Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
 16. Dependability—the individual is consistently at work and on time, follows instructions,
 17. Responds to management direction and solicits feedback to improve performance.
 18. Safety and security—the individual actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

Other Requirements

1. Willingness to commit to WMKO core and cultural values. Core Values: Safety, Integrity, Respect, Discovery and Service. Cultural Values: Education/Learning, Communication, Teamwork, Rewarding Work Environment, Excellence and Community Involvement.
2. Ability to work varying schedules including weekdays and occasional weekends, holidays and evenings.
3. Valid driver's license.
4. Clean driver's abstract.

Desirable Qualifications:

1. AA Degree in Automotive Field.
2. Able to use a database to organize, search and report information, such as critical spare parts.
3. Procurement experience.

Incumbent

Date

Supervisor

Date