

KREIDER SERVICES, INC.
Job Description

Job Title: Vehicle Specialist	Prepared by: Maintenance Manager
Department: Maintenance	Prepared Date: 11/25/02
Reports to: Director of Buildings and Grounds	Revised Date: 05/03/11
FLSA Status: Non-Exempt	Approved By: Kevin Carr
Pay Grade:	Approval Date: 12/12/02

OUR MISSION

Provide meaningful supports to people with intellectual and developmental disabilities in Northern Illinois.

OUR VISION

People reaching their fullest potential by having meaningful opportunities to live, work and participate in their community.

OUR VALUES

- | | |
|--------------------|-----------------------------|
| * Mission Driven | * Respectful Interactions |
| * Teamwork | * Commitment to Excellence |
| * Accountability | * Stewardship |
| * Creativity | * Innovations |
| * Ethical | * Promote Safe Environments |
| * Customer Service | * Celebrating Success |

PHILOSOPHIES THAT GOVERN THIS JOB

- ❖ We are client focused
- ❖ We pursue the capabilities of each individual
- ❖ We teach appropriate choice and independence
- ❖ We provide an atmosphere free of discrimination, abuse and neglect
- ❖ We treat individuals with dignity and respect.
- ❖ We promote an atmosphere of learning

GENERAL JOB DUTIES

To provide repair and maintenance to all Kreider Services, Inc. vehicles, ensuring they are in the best possible working order.

ESSENTIAL JOB DUTIES

Vehicle maintenance, including oil changes, grease, inspections, checking fluid levels, etc.
Bus, van, vehicle and service equipment repair.
Ensure vehicles are in good working order and meet safety standards.
Provide supervision to vehicle cleaning position.
Maintain records and insure compliance with DOT regulations.
Other duties as assigned.

QUALIFICATIONS

Five years experience in mechanical and auto repair and ASE certification or comparable technical degree. Valid driver license and driving record acceptable to Agency insurer. Valid CDL, must be 21 years of age. Must be will to work flexible hours.

PHYSICAL DEMANDS

Will work a flexible schedule. Works in wide variety of settings, including outdoors in extreme weather conditions. Frequently travels within county. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.