



POSITION TITLE: Fleet Appearance/Utility Technician

DEPARTMENT: Maintenance

MANAGER'S TITLE (Reports to): Director of Maintenance

FLSA STATUS: Hourly, Non-Exempt

BASIC PURPOSE:

The Fleet Appearance / Utility Technician is primarily responsible for the maintenance and rigorous upkeep of the visual appearance of our fleet of motorcoaches, minibuses, and smaller vehicles. Polynesian Adventure Tours operates over 150 vehicles on 4 islands throughout the State of Hawaii. Our daily transportation services require extensive routine daily cleaning of our vehicles to provide our guests with the cleanest and highest quality vehicles available. The Fleet Appearance Technician is an essential component to the success of our operation.

ESSENTIAL DUTIES:

- Overall cosmetic maintenance and upkeep of vehicles. Involves scheduled daily cleaning and detailing of the interior and exterior (deep cleaning) of vehicles.
- Facility maintenance, including but not limited to landscaping, painting, cleaning, and other minor repair work.
- Minor vehicle repair work including but not limited to replacing light bulbs, tires, minor vehicle preventative maintenance, audio/video repairs and interior repair work.
- Parts pickup and delivery, and occasional help with parts organization and taking inventory.
- Perform other tasks such as needed (e.g., drop off / pick up documents at the DMV, Satellite City Hall, etc.).

OTHER: Performs other job-related duties as assigned.

KNOWLEDGE, EXPERIENCE, OTHER REQUIREMENTS:

EDUCATION: High school diploma or equivalent required. Vocational or technical school certification in the related work field preferred.

EXPERIENCE: At least one (1) year of experience working in a heavy-duty fleet shop, and or automotive shop that specializes in light and heavy vehicle repair or related duties; OR any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities has been achieved.

KNOWLEDGE, REQUIREMENTS & SKILLS:

- Must be willing to travel within the state as needed. May require overnight stays.
- Possesses a Commercial Driver's License (CDL) or is able to one acquire one within 6 months of date of hire. Training will be provided.
- A background or experience in a related trade, transportation or hospitality industry is preferred but not required.
- Clean driving history.
- Able to accommodate a flexible work schedule. Position has a regular, fixed schedule but has an occasional need for a shift change.
- Ability to use good judgment and decision making while handling multiple situations.
- Must be dependable and punctual to work as scheduled.
- Possess interpersonal communication skills which include speaking clearly and communicating effectively.
- Must be able to stand and/or sit for extended periods of time.
- Must be able to carry or lift objects that weigh up to 60 lbs.
- Ability to show initiative and complete tasks with limited supervision.

Print Employee Name:

Employee Signature:

Date:

