

**JOB TITLE:** Road Service Assistant

**FLSA STATUS:** Nonexempt

**PREPARED DATE:** 12/06

**SUMMARY**

Monitors breakdown activity of equipment on the road.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Receives and carries out instructions.
- Receives calls and assists drivers with technical questions pertaining to breakdown of equipment.
- Examines locations of maintenance facilities to determine which would be closest to breakdown; makes necessary calls and contacts to set up appointment for needed repairs.
- Confers with operations and shop personnel to assure on time delivery, when necessary.
- Researches breakdown costs, enters repair order to be matched with invoice; provides repair approval and order number to vendor.
- Monitors timely repair of equipment.
- Observes activity on the premises through on site video equipment for safety as needed by location
- Maintains regular and predictable attendance.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to read, write, talk, see and hear.
- Ability to add, subtract, multiply and divide.
- Ability to lift and/or move up to 25 pounds as required.
- General knowledge and proficient use of a computer and computer programs.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**I have read and understand the functions of this position as defined above.**

\_\_\_\_\_  
**Employee/Applicant Signature**

\_\_\_\_\_  
**Employee/Applicant's Printed Name**

\_\_\_\_\_  
**Date**

This Job Description is intended to describe the general nature and the level of work being performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

