

# Vehicle Maintenance Technician



**INCUMBENT:** Vacant  
**REPORTS TO:** Experiential Coordinator  
**LOCATION:** Bowling Green, KY  
**STATUS:** Part-Time, Non-Exempt  
**DATE:** TBD

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## DESCRIPTION

The MSP Vehicle Maintenance Technician is responsible for maintaining and documenting all of the MSP vehicles in accordance with the established standard operating procedures. In addition, the Vehicle Maintenance Technician will be responsible for performing service and/or repair work of go-karts for the Kartplex as well as customer vehicles. This position will also assist with maintaining and managing work orders for customer service requests. Safety and quality of work should be the first priority of all work performed by the Vehicle Maintenance Technician.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform the maintenance and records of internal program vehicles.
- Perform service and repair work on customer vehicles and Kartplex go-karts.
- Should be comfortable with extensive vehicle maintenance, diagnosis, and repair.
- Keeping vehicle fleet clean and ready for driving programs
- Keep shop clean and organized.
- Manage work orders for customer work.
- Ensure compliance to all operating procedures in compliance with internal and external standards.
- Proactively identify and assist with working in areas of the MSP where help is needed.
- Responsibilities are not all inclusive, additional duties may be assigned.
- Keep a parts inventory list accurate and organized.

## EDUCATION/EXPERIENCE

- Highschool diploma or equivalent.
- Minimum of 3 years of experience with advanced vehicle maintenance.

## QUALIFICATIONS

- Possess effective written and verbal communication skills.
- Must have a working knowledge proper preventative maintenance standards.
- Must have a commitment to jobs being fixed right the first time.
- Must possess or be actively working toward ASE certification
- Ability to develop professional and trusted relationships, both internally and externally.
- Demonstrated technical and professional skills in job-related area.
- Ability to enforce and follow safety procedures at all times.

- Ability and availability to work any shift when needed.
- Strong work ethic and unquestioned personal and professional integrity.
- Strong attention to detail, establishing priorities, and meeting deadlines.
- Valid state driver's license required.

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended periods of time.
- Ability to lift and carry up to 50 lbs. on a regular basis.
- Ability to operate computer and other equipment in the office.
- Ability to work in an environment with exposure to loud environmental noise.
- Must have sufficient mobility to move around the Motorsports Park and the community.