

Position Vacancy Notice

Date Posted: 2/1/10  
~~01/29/10~~

**In-House Working Title:** Motor Vehicle Technician  
**Position Number:** 1137  
**Full-Time/Part-Time/Hourly:** PRN  
**Salary-Annual/Hourly:** \$14,560 annual, \$10/ hour  
**Today's Date:** January 29, 2010  
**Date Position Available:** 2/8/2010  
**Work Location Address:** 324 S. 4<sup>th</sup> St.  
**Hours of Work:** varied 28 hrs/week

**WORK EXPERIENCE AND KNOWLEDGE REQUIRED:** Must have at least one year of related work experience in the repair, maintenance, and monitoring of motor vehicles. Must have experience in fleet management. Good verbal and writing skills necessary as well as the ability to work with a variety of personalities. Must be able to organize and work under moderate supervision with limited latitude for the use of initiative and independent judgment.

**ESSENTIAL JOB FUNCTIONS:** Work involves assisting in the monitoring, maintaining and repairing of agency vehicles. Evaluate and prepare reports on vehicle maintenance, usage, assignment and costing. Evaluate and make recommendations regarding vehicle disposition. Must be able to bend, stoop and lift up to 50lbs.

**MINIMUM EDUCATION RQUIRED:** Graduation from an accredited high school or GED or completion of an accredited vocational/technical program in automotive repair or a related field. Must successfully complete required center training.

**LICENSE OR REGISTRATION REQUIRED:**  
Valid Texas drivers' license and proof of liability insurance.


**INTERVIEW TIME AND PLACE:**

INTERVIEWS WILL BE SCHEDULED AFTER A REVIEW OF THE QUALIFICATIONS OF APPLICANTS.  
Heart of Texas Region MHMR      **Contact:** Jim D. Newkham **for information**  
110 S. 12th Street                      **Phone:** (254) 752-3451      **Ext.1214**  
Waco, TX 76701

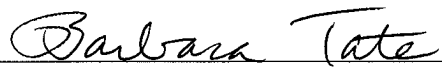
**ALL POSITIONS ARE GENERALLY POSTED FOR TEN (10) WORKING DAYS. INQUIRIES SHOULD BE MADE AS TO THE AVAILABILITY OF THE POSITION AFTER THAT TIME. ALL POSITIONS MAY BE FILLED WHEN THEY HAVE BEEN POSTED FOR FIVE DAYS.**

**APPROVED:**

Program Director:  Date: 1/29/10

HR Director:  Date: 2/1/10

CFO  
A. D. Business & Finance:  Date: 2-3-10

Executive Director:  Date: 2/1/10