

## FLEET SERVICE TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, performs a variety of routine maintenance and repair functions on City-owned vehicles and equipment; services automotive and mechanical equipment; operates a variety of hand, power, and shop tools; and provides assistance to higher level equipment maintenance staff in the performance of assigned functions.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a variety of routine maintenance and repair functions on City-owned vehicles and equipment including to perform regularly scheduled preventive maintenance and vehicle servicing.
2. Maintain appropriate fluid levels in vehicles; drain and change motor oil; replace coolants, oil, and air filters; flush radiators.
3. Inspect vehicles for operating conditions and safety problems; conduct vehicle safety inspections; inspect and replace brakes, pads, shoes, and other vehicle components as directed by a supervisor; report problems to supervisor or mechanics for necessary repairs.
4. Perform minor equipment maintenance including to replace parts such as hoses, belts, batteries, wiper blades, bulbs, fuses, relays, and lamps; adjust or repair door handles, latches, and interior parts.
5. Inspect, repair, and change tires as required.
6. Road test vehicles; drive vehicles or equipment as necessary; inspect vehicles in shop and field.
7. Replace parts for and make minor repairs to emergency equipment in vehicles including light bars, horns, alarms, computer mounts, spot lights, and related equipment, as directed; perform minor repairs to radios and sirens.
8. Perform maintenance on powered and mechanical equipment such as lawn mowers, edgers, and weed eaters; clean, sharpen, and adjust blades as necessary.
9. Operate and maintain a variety of equipment maintenance tools in a safe and effective manner; if capable, operate arc and acetylene welding equipment as necessary.
10. Assist Equipment Mechanics in the maintenance and repair of vehicles and equipment.
11. Assist in maintaining shop inventory and in ordering needed parts and supplies; maintain accurate and detailed record and files; prepare reports as requested.
12. Clean shop, surrounding work areas, and wash rack.

13. Maintain fuel and oil island.
14. Read and interpret manuals, drawings, schematics, and specifications.
15. Ensure proper safety precautions are observed.
16. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Basic operations, services, and activities of an equipment maintenance and repair program.
- Basic principles and practices related to performing minor repairs and preventive maintenance of vehicles and equipment.
- Basic methods, equipment, tools, and materials used in lubricating, servicing, and performing minor repairs of motorized equipment.
- Basic operational characteristics of equipment and tools used in the area of work assignment.
- Principles and practices of vehicle safety inspections.
- Occupational hazards and standard safety practices.
- Basic principles and procedures of record keeping.

#### **Ability to:**

- Perform a variety of routine maintenance and repair functions on City-owned vehicles and equipment including to perform regularly scheduled preventive maintenance and vehicle servicing.
- Repair minor defects in automotive equipment.
- Conduct vehicle safety inspections and repair or replace appropriate parts, as directed.
- Safely utilize a variety of hand and power tools in the performance of assigned functions.
- Respond to calls for service from customers and prepare appropriate work orders.
- Operate equipment, hand tools, and power tools required for the work in a safe and efficient manner.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Apply safe work practices and procedures.
- Minimize public and employee safety hazards by conforming to required codes.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Maintain records.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Six months of experience in automotive and equipment maintenance and/or repair work.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Must obtain an appropriate Class B driver's license within one year of appointment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a shop environment; frequently works near moving mechanical parts; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an equipment maintenance shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: February 2004  
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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.