



Fleet Technician I
Fleet Technician II
Fleet Technician III

DEFINITION

Under general supervision (Fleet Technician I) or direction (Fleet Technician II and III), perform skilled repairs and preventive maintenance work on a variety of small to heavy equipment.

DISTINGUISHING CHARACTERISTICS

Fleet Technician I - This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since the Fleet Technician I is often used as a training classification, employees may have only limited or no directly related work experience.

Fleet Technician II and III - These are the ASE master and double ASE master levels in the class series. Positions at the II and III levels are distinguished from the I level by the performance of the full range of duties as assigned, by working independently and by exercising judgment and initiative. Positions at the II and III levels receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed, and positions at the II level are normally filled by a person with an ASE master certification in either automotive or diesel with at least three years of experience as a Technician I. Positions at the III level are normally filled by advancement from the II level position after obtaining two ASE masters, one master in automotive and one master in diesel. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II and III levels.

SUPERVISION RECEIVED

Reports to Lead Fleet Technician or the Fleet Maintenance Supervisor.

SUPERVISION EXERCISED

Fleet Technician I

Exercises no supervision.

Fleet Technician II and III

May exercise technical and functional supervision of lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Troubleshoot, diagnose, service, and repair mechanical and technical issues on gasoline and diesel equipment including small hand-held tools, automobiles, heavy duty/specialized trucks and a variety of heavy-duty construction equipment.

Diagnose the extent of necessary repairs using knowledge, computer equipment, diagnostic software, and literature for the most cost effective quality repair. This includes ordering necessary parts for repair and fabrication of parts.

Diagnose, service, and repair wide variety of engines. This includes, but is not limited to, gas and diesel, small engines, two-stroke engines, automobile and heavy construction equipment engines. This may include a wide range of different components of vehicles such as seals, gaskets, cylinder heads, valve trains, cooling systems, fuel systems, electrical and ignition systems, air and heating systems, exhaust systems, emission systems, and the overall engine block. Perform tune-ups including ignition systems, fuel injectors, timing and valves adjustments, adjust and rebuild fuel systems.

Diagnose, repair, rebuild, overhaul, or adjust transmissions of different types, transaxles, gear boxes, differentials, transfer cases, axles, U-joints, drivelines, CV joints, and different types of clutches.

Perform diagnoses, repair, service to suspension and steering system including, but not limited to, wheel bearings, oil seals, shocks, steering boxes, tie rods, ball joints, kingpins, springs, alignments, brakes, drums, rotors, and tires.

Perform full line of collision/refinishing and auto body repair including painting.

Diagnose and repair electrical systems, including but not limited, to reading and understanding diagrams and schematics, battery systems, starting systems, charging systems, lighting systems, gauges, warning devices, driver info systems, and security systems. Systems range from 12 to 600 volts DC to AC systems.

Install factory and aftermarket equipment including, but not limited to, 2-way radios, police emergency and safety lights, sirens, cameras, video equipment, other accessories, and utility and dump bodies.

Perform welding utilizing MIG, TIG, ARC, and Gas repair of heavy duty equipment frames, loader buckets, dump truck sides, hitches, snowplows, trailers, and bodies.

Diagnose, repair, and maintain hydraulic systems including, but not limited to, air over hydraulic, electric over hydraulic, and computerized hydraulic systems. Be able to route and replace hydraulic lines and check system for leaks.

Perform preventative and routine maintenance and inspections on all equipment and vehicles in all component areas including, but not limited to, oil and filter changes, brakes, tires, lubrications, safety devices, and cleaning.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

FLEET TECHNICIAN I

Knowledge of:

Occupational hazards and standard safety practices necessary in the area of automotive and heavy equipment mechanical repair and maintenance.

Practices, methods, equipment, tools, and materials used in the overhaul, repair, and adjustment of automotive and heavy equipment.

Principles and procedures of preventive maintenance related to automotive and heavy equipment.

Operating and repair characteristics of hydraulic systems, high pressure air systems, and high pressure water systems.

Operation and care of internal combustion engines and hydraulic equipment.

Methods, materials, equipment, and tools used in routine welding and fabrication work.

CDL inspection and DOT walk-around inspection criteria.

Safe driving principles and practices.

Skill to:

Learn to operate a variety of automotive, truck, and heavy equipment and testing equipment in a safe and effective manner.

Operate a motor vehicle safely.

Ability to:

Learn operating and repair characteristics of a wide variety of automotive light and heavy equipment used in City government.

Diagnose and troubleshoot motor and mechanical problems.

Read and interpret hydraulic and electrical schematics and fabrication blueprints.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Learn computer software for diagnosing and troubleshooting, fleet work order systems, and all new software for any type of computer systems.

MINIMUM QUALIFICATIONS

Experience:

One year of experience in automotive or heavy equipment repair.

High School diploma or equivalent supplemented by a combination of automotive vocational/technical classes equal to one and one-half years.

Licenses and Certificates:

Possession of, or ability to obtain within six months of employment, a Class B commercial driver's license with tanker endorsement.

Possession of, or ability to obtain within one year of employment, certification in Refrigerant, Recovery & Recycling.

Possession of, or ability to obtain within one year of employment, First Aid and CPR Certificates.

Possession of, or ability to obtain within one year of employment, a Forklift Certificate.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations. Exposure to bio-hazardous materials and waste while dealing with sewage trucks, garbage trucks, and landfill equipment.

FLEET TECHNICIAN II AND III

In addition to the qualifications, special requirements, and certifications for Fleet Technician I:

Knowledge of:

Operating and repair characteristics of a wide variety of automotive, light and heavy and construction equipment used in City government.

Skill to:

Operate a variety of automotive, truck, and heavy equipment and testing equipment in a safe and effective manner.

Ability to:

Perform skilled mechanical repair and preventive maintenance work on automotive and heavy truck and construction equipment.

Work independently in the absence of supervision.

MINIMUM QUALIFICATIONS

Fleet Technician II

Experience:

If promoted, must have three years of experience as a Technician I and a ASE Master Automotive Technician or Master Medium/Heavy Truck Technician and Refrigerant, Recovery & Recycling Certificates.

If hired as a Technician II, must have five years of experience in the automotive or heavy equipment repair field and obtain a ASE Master Automotive Technician or Master Medium/Heavy Truck Technician and Refrigerant, Recovery & Recycling Certificates within one year.

Fleet Technician III

Experience:

If promoted, must have three years of experience as a Technician II and a ASE Master Automotive Technician and Master Medium/Heavy Truck Technician and Refrigerant, Recovery & Recycling Certificates.

If hired as a Technician III, must have seven years of experience in the automotive or heavy equipment repair field and obtain a ASE Master Automotive Technician and Master Medium/Heavy Truck Technician and Refrigerant, Recovery & Recycling Certificate within two years.

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