



Lead Fleet Technician

DEFINITION

Under direction, lead, oversee, and participate in the more complex and difficult work of staff responsible for providing skilled mechanical repair and preventive maintenance on automotive and heavy equipment; and perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED

Reports to the Fleet Maintenance Supervisor.

SUPERVISION EXERCISED

Exercises lead technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Lead, plan, and review the work of Fleet Technicians providing skilled mechanical repair and preventive maintenance on automotive and heavy equipment.

Provide technical assistance regarding specifications and purchasing of new autos and heavy equipment.

Assign and coordinate work; set and adjust priorities.

Estimate time, material, and equipment required for assigned jobs; requisition materials as required; order parts as necessary, and ensure parts ordered are received in a timely fashion.

Train assigned employees in the areas of work methods, techniques, and the use and operation of equipment.

Verify work of Fleet Technicians for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; oversee cleanliness of shop and tools.

Ensure adherence to safe work practices and procedures.

Respond to employee and public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Perform the full range of duties in the maintenance and repair of automotive and heavy equipment.

Service, inspect, diagnose, and locate mechanical difficulties on City automobiles, trucks, and a variety of diesel and gasoline powered maintenance and construction equipment.

Determine extent of necessary repairs.

Overhaul, repair, and adjust engines, transmissions, differentials, and clutches.

Tune up engines; replace ignition parts; clean and adjust carburetors; repair and install air conditioning and heating systems.

Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.

Repair and replace such components as alternators, distributors, relays, lights, and switches.

Inspect, replace, and install emission control devices in City vehicles.

Fabricate parts for snowplows, frames, and trailers.

Perform welding repair to heavy duty equipment frames, load buckets, dump truck sides, hitches, snowplows, grates, screens, gutters, and fences.

Oversee the performance of body and fender repair and painting.

Provide assistance in the identification of auto/equipment specifications for purchasing.

Operate motorized equipment in connection with repairs and servicing; change and repair tires; replace worn tires; balance wheels after tire change.

Replace bearings, axle seals, brake master cylinders; resurface brake drums and rotors.

Repair and maintain hydraulic systems; route and replace hydraulic lines; check system for leaks.

Perform preventive maintenance inspections on equipment and vehicles.

Clean and wash motorized equipment as necessary.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operations, services, and activities of an automotive and heavy equipment repair and maintenance program.

Principles of lead supervision and training.

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

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.

Modern office practices, methods, and computer equipment.

Principles and procedures of recordkeeping and reporting.

Safe driving principles and practices.

Skill to:

Operate and test a variety of automotive, truck, and light/heavy equipment in a safe and effective manner.

Operate a variety of testing equipment and tools in a safe and effective manner.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle and light and heavy equipment safely.

Ability to:

Plan, organize, and review the work of Fleet Technicians.

Provide lead supervision and training to assigned staff.

Diagnose and troubleshoot motor and mechanical problems.

Read and interpret hydraulic and electrical schematics and fabrication blueprints.

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

Fill in for the supervisor in his absence.

Work independently in the absence of supervision.

Prepare and maintain accurate and complete equipment maintenance records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

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.

MINIMUM QUALIFICATIONS

Experience:

Seven years of automotive and heavy equipment repair and maintenance experience.

Training:

Equivalent to a high school diploma supplemented by completion of mechanical certificates.

License or Certificate:

Possession of a Class B commercial driver's license with tanker endorsement.

Possession of ASE, Master Automotive Technician, Master Medium Heavy Truck Technician, and Refrigerant Recovery and Recycling certificates.

Possession of First Aid and CPR Certificates.

Possession of 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; availability for emergency call, on-call, and stand-by.

Effective date: October 2003

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