



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Fleet Technician</b>	<b>LAST UPDATED:</b>	12/08/2014
<b>DEPARTMENT:</b>	Administrative Services	<b>JOB CLASS:</b>	31
<b>REPORTS TO:</b>	Fleet Services Manager	<b>FLSA DESIGNATION:</b>	Non-Exempt

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**Summary:** Under general supervision of the Fleet Services Manager or his designee, the Fleet Technician performs routine inspections, preventative maintenance and repairs to City fleet vehicles and heavy equipment to include gasoline, alternative fuels and diesel fuel engines. Troubleshoots and diagnoses mechanical problems.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Performs routine preventative maintenance, State Vehicle Inspections and repairs to City fleet vehicles and heavy equipment including oil changes, tire rotation or replacement and inspects batteries, brakes, fluid levels and filters.
- Services, troubleshoots, and performs complex automotive repairs on engines and related components of electrical, mechanical and computerized vehicle systems.
- Troubleshoots and diagnoses mechanical problems with City equipment and vehicles to include gasoline, alternative fuels, and diesel fuel engines.
- Repairs and installs automotive parts.
- Responds to emergency construction site or roadside/field service repairs.
- Maintains shop area, tools, and equipment in an orderly and safe manner.
- Maintains inventory of parts, supplies, tools and equipment.
- Disposes or recycles used oils, hazardous materials, and chemicals according to established occupational and environmental regulations and practices.
- Diagnoses and repairs malfunctioning hydraulic systems.
- Reviews technical, owners and repair manuals, schematics and drawings to determine manufacturer's recommendations for troubleshooting and preventive maintenance procedures.
- Maintains and completes assigned work orders and logs amount of time, materials, supplies, and parts used to maintain and repair fleet vehicles and heavy equipment.
- Takes direction from and provides assistance to Shop Foreman when directed.

### Other Important Duties:

- May travel to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance and punctuality for the assigned work hours is essential.

### Required Knowledge and Skills:

- Knowledge of maintenance and repair procedures.
- Knowledge of equipment repair schematics and diagrams.
- Knowledge of occupational health and safety rules and regulations.
- Knowledge of disposal and recycling techniques and procedures for hazardous materials, used oils and other chemicals.

- Knowledge of computers and related equipment, hardware and software to input maintenance and repair records and inventory costs, materials and hours.
- Knowledge of City policies and procedures.

**Required Knowledge and Skills (continued):**

- Skill in effective oral and written communications.
- Skill in troubleshooting and diagnosing repair issues of all City vehicles and heavy equipment.
- Skill in providing cost effective maintenance and repair services.
- Skill in providing and utilizing on the job technical and safety training.
- Skill in preparing and completing work orders and related reports.
- Skill in resolving customer complaints and concerns.

**Preferred Education, Experience, and Certifications:**

- High School Diploma or G.E.D., **and** two (2) years vehicle or heavy equipment mechanical repair experience; **or** equivalent combination of education and experience.
- Must possess State Vehicle Inspection Certification.
- Must possess four (4) certifications in one of the following ASE (Automotive Service Excellence) categories:

Four (4) Certifications in:

Automobile and Light Truck Certification

- A1 Engine Repair
- A2 Automotive Transmission
- A3 Manual Drive Train & Axles
- A4 Steering & Suspension
- A5 Brakes
- A6 Electrical/Electronic Systems
- A7 Heating & A/C
- A8 Engine Performance
- A9 Light Vehicle Diesel Engines

**OR**

Four (4) Certifications in

Medium-Heavy Truck Certification

- T1 Gas Engines
- T2 Diesel Engines
- T3 Manual Drive Train & Axles
- T4 Brakes
- T5 Steering & Suspension
- T6 Electrical/Electronic Systems
- T7 Heating & A/C
- T8 Preventive Maintenance Inspection

- Must pass a pre-employment drug screen, physical agility, criminal background and MVR check.
- Must possess State of Texas Class B CDL driver's license.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an automotive repair shop and on construction sites.
- May be subject to bending, reaching, kneeling and lifting such as retrieving and replacing materials, supplies, and inventory, or when performing preventative maintenance and repair of vehicles and heavy equipment.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes common to automotive repair shops.
- Must be able to lift up to 85 pounds.

**Equipment and Tools Utilized:**

Equipment that may be utilized includes personal computer, copier, calculator, fax machine, two-way radio, cellular telephone, general mechanic hand tools, automotive diagnostic equipment, automotive equipment relating to a/c, coolant, and transmissions, vehicle lifts, and City fleet vehicles and equipment.

*Approved By:*

Signed by David McBurnett, Fleet Services Manager  
David McBurnett, Fleet Services Manager

12/19/2014  
Date

  
Shannon Allyn, Human Resources Generalist

12/19/2014  
Date