

Master Fleet Technician



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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JOB SUMMARY

To perform highly skilled technical work in servicing, repairing, and maintaining a diverse range of automotive, construction, and specialized equipment within assigned responsibilities; provide technical support to junior mechanics; undertake the most intricate repairs within the Fleet Division. This encompasses proficient technical work in the comprehensive repair of automobiles, trucks, and various City equipment.

Skilled technical work in the general and major repair of automobiles, trucks, and other City equipment. This includes Public Works, Park and Recreation, Community Development, and utilities' vehicles, and generators.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Perform highly skilled mechanical duties involving repair and maintenance of gasoline, propane, and diesel-powered automotive vehicles, heavy and light construction equipment, and other power-driven equipment.
- Inspect, diagnose, and locate mechanical difficulties on fleet vehicles, and a variety of gasoline and diesel-powered maintenance and construction equipment; recommend solutions; perform preventative maintenance and repairs on equipment.
- Diagnose, maintain and repair electrical systems components, ignition systems, computers, alternators, high voltage power generators, starters and batteries; diagnose, maintain, repair, and repair electrical systems components, ignition systems, computers, alternators, high voltage power generators, starters, and batteries; diagnose, maintain, repair, and recondition hydraulic systems.
- Diagnose and repair front and rear drive axles, drive train components, belts, gears, chain drives, and propeller shafts; replace or repair faulty parts on equipment and vehicle fleet.
- Repair, adjust or replace engines, transmissions, differentials, and clutches, or replace engines, transmissions, differentials, clutches, and hydraulic and air brake systems; tune up engines and propane fuel systems.
- Fabricate and assemble parts for automotive, medium, and heavy equipment; modify and repair body panels and chassis parts; identify, repair, and replace defective wiring.

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- Operate various mechanical equipment and ensure ~~the~~ adherence to safe work practices and procedures; perform vehicle and equipment safety inspections; provide detailed records of maintenance services performed.
- Provide technical assistance to ~~lower-level~~ staff; assist with shop planning and priorities; monitor shop floor for safety compliance; estimate time, parts, and material required for jobs assigned.
- Assist with customer service; provide technical advice as it relates to logistics.
- Assist in purchasing and maintaining required ~~job-specific~~ tooling.
- Performs mechanical and service work on all City vehicles, trucks, heavy equipment, and other equipment.
- Performs service in areas including, but not limited to, front ends; brakes; tire replacement/repair; electrical repair; tune ups; carburetors/FI repairs; diesel repair/minor/service, transmissions, and a/c repairs/replacements.
- Operates standard as well as ~~and~~ various specialized tools and equipment, e.g., ~~such as~~ arc welders, diagnostic equipment, ~~and~~ hydraulic tools.
- Assesses repair and maintenance requirements and determines appropriate course of action.
- Orders parts and materials; performs repairs on parts to extend service life where applicable.
- Performs maintenance and repair of small engines and other small equipment.
- Responds to road service calls. Services and repairs disabled vehicles for mechanical malfunctions.
- Inputs and retrieves work orders from a computerized Fleet Maintenance work order program.
- Directs preventative maintenance and simple repair activities of semi-skilled automotive workers.
- Performs other duties as directed.

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QUALIFICATIONS

Education and Experience:

High school diploma or equivalent ~~required~~. Master Automotive Service of Excellence certification ~~is~~ required. Automotive Service Excellence (ASE) Certified Master Status in Automobile & Light Truck or Medium-Heavy Truck required. ~~A minimum of three~~ five (5) years of increasingly responsible experience performing, leading, and supervising fleet and equipment maintenance and repair. Forklift certification ~~is~~ preferred. Equivalent to the completion of the twelfth grade, with vocational training in one or more of the mechanic trades (gasoline or diesel engines), ~~or equivalent on the job or equivalent on-the-job~~ training preferred. CPR certification to include AED training. Automotive Service Excellence (ASE) Certified Master Status in Automobile & Light Truck or Medium-Heavy Truck. Forklift certification preferred. ~~progressively knowledgeable and skilled of automotive mechanic experience and Master ASE Certifications are preferred, or an equivalent combination of education, training, and experience.~~ Possess a commercial valid driver's license (CDL) class B and the ability to maintain insurability preferred. ~~Must possess a valid State of Florida CDL Class B license or obtain it within six months of hire. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Must p~~ license and the ability to maintain insurability.

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Knowledge, Skills, and Abilities:

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- Advanced operations, services, and activities of an equipment maintenance and repair program.
- Operational characteristics of various equipment and tools used in the repair and adjustment of gasoline, diesel, and alternative fuel-powered equipment.
- Occupational hazards and standard safety practices necessary in the area of work assigned.
- Procedures of preventive maintenance related to automotive and heavy and equipment.
- Principles and procedures of hydraulic systems.
- Operating and repair characteristics of a wide variety of automotive, light repairing characteristics of a wide variety of automotive, light, and heavy equipment.
- Applicable vehicle maintenance software applications.
- Automotive testing and diagnostic equipment.
- Operation and care of internal combustion engines and hydraulic equipment.
- Methods, materials, equipment, and tools used in routine welding and fabrication work.
- Various diesel, gasoline, and alternative fuel engines.
- Operating procedures of machine shop equipment.
- Principles and practices of recordkeeping.
- The geography of the city and surrounding area.

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Ability to:

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- Operate a variety of mechanical equipment in a safe and effective manner.
- Accurately determine mechanical repair needs and estimate the cost and time of repairs.
- Use a variety of equipment maintenance tools and equipment.
- Maintain a variety of shop and repair records.
- Handheld diagnostic tools.
- Read and understand various manuals, blueprints, and schematics.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Independently perform the most difficult mechanic work including diagnosing, troubleshooting, fabricating, and repair of equipment.
- Read and interpret factory specifications and part books.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Work various shifts to include weekends and holidays.
- Knowledge of construction, assembly, adjustment, and maintenance of a wide variety of various automotive vehicles, trucks, and equipment.
- Knowledge of standard handheld tools, as well as specialized diagnostic, hydraulic, and gas-powered tools.
- Ability to follow directions and have a mechanical aptitude.
- Ability to repair diesel motors and pumps.
- Ability to diagnose the defects of worn or broken parts on engines.
- Ability to perform tune-ups; electrical, brake, air conditioning, cooling system, exhaust system repairs; front end and clutch repairs; pumps and related equipment maintenance.

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Supervision Received/Exercised:

- Receives administrative direction from the Fleet Maintenance Supervisor.

- Acts as the Fleet Maintenance Supervisor in the absence of the Fleet Maintenance Supervisor.

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PHYSICAL/MENTAL DEMANDS

Tasks involve moderate to heavy physical effort, including heavy lifting, carrying, pushing, and pulling equipment or supplies of heavyweight (e.g., up to 50 or more pounds), climbclimbing stairs or ladders, remaining in positions requiring prolonged standing, walking, or sitting. Tasks require physical agility, in which some combination of the following is typically required: bending, kneeling, climbing, crawling, and stooping. Tasks may involve extended periods working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, dust, dirt, humidity, fumes, gases, smoke, acute vibrations, electrical hazards, and confined or elevated workspaces. These tasks include making observations, communicating, reading and writing, use of computers/tablets, operating equipment, making decisions, using judgment, estimating, calculating, and demonstrating intellectual capabilities and close collaboration with others.

Tasks involve the ability to exert moderate physical effort, which may involve lifting, carrying, pushing, and pulling of objects and materials of moderate to heavy weight heavy weight (e.g., up to 100 or more pounds). Tasks require physical agility, in which some combination of the following is typically required: such as bending, kneeling, climbing, and crawling. Some tasks involve exposure to shop hazards or disagreeable conditions such as chemicals, petroleum products, grease, noise, and fumes. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions such as solar radiation, heat, rain, and humidity.

WORKING CONDITIONS

Primarily operates in an outdoor environment with exposure to environmental risks, occasionally transitioning to indoor settings. Work is performed indoors and outdoors with exposure to all types of conditions, including but not limited to chemicals, petroleum products, grease, noise, fumes, heat, rain and humidity.

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This position is considered essential for disaster recovery efforts.