

## 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

Skilled technical work in the general and major repair of automobiles, trucks, and other City-light and medium equipment. This includes Public Works, Park and Recreation, Community Development, and utilities 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 skilled mechanical duties involving repair and maintenance of gasoline and diesel-powered automotive vehicles, medium and light automotive, truck, trailer, and 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.
- Diagnose, maintain, and repair electrical systems components, ignition systems, computers, alternators, starters and batteries; diagnose, maintain, repair, and repair electrical systems components, ignition systems, computers, alternators, 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, and propeller shafts; replace or repair faulty parts, including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
- Overhaul, repair, and adjust engines, transmissions, differentials, and clutches; tune up engines by replacing ignition parts and reconditioning and adjusting throttle body and port fuel injection systems and propane fuel systems.
- Repair and replace components including generators, distributors, relays, lights, and switches; repair, adjust and replace brake systems including wheel cylinders, master cylinders, disc pads, machine drums and rotors, including generators, distributors, relays, lights, and switches; repair, adjust, and replace brake systems, including wheel cylinders, master cylinders, disc pads, machine drums and rotors, and hydraulic and air brakes.
- Identify, repair, and replace defective wiring, heating, and air conditioning units and components.
- Retrieve, collect, and distribute vehicle parts; perform on-site service calls as requested.
- Perform preventative maintenance and repair work to light and medium equipment.

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- Prepare and maintain records of automotive maintenance and repair activities performed.
- 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 and CPR certification to include AED training preferred. Possess a commercial valid driver's license (CDL) class B and the ability to maintain insurability preferred. A minimum of three (3) years of increasingly responsible experience performing, leading, and supervising fleet and equipment maintenance and repair. 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 training preferred. progressively knowledgeable and skilled of automotive mechanic experience and Master ASE Certifications are preferred, or an equivalent combination of education, training, and experience. 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 possess or be able to obtain a valid State of Florida driver's license by the date of hire, and the ability to maintain insurability.

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### Knowledge, Skills, and Abilities:

#### Knowledge of:

- Operations, services, and activities of an automotive and equipment maintenance and repair program. Operational characteristics of various equipment and tools used in the overhaul, repair, and adjustment of gas, and diesel-powered construction equipment and automobiles and trucks.
- Occupational hazards and standard safety practices necessary in the area of work assigned.
- Procedures of preventive maintenance related to light automotive and medium and light construction equipment.
- Principles and procedures of hydraulic, air, and electrical systems.

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- 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 and gasoline engines.
- Principles and practices of recordkeeping.
- Work extended hours, shift work, and periodic on-call status required.
- 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.
- Operate handheld diagnostic tools.
- Read and understand various manuals, 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 difficult mechanic work including diagnosing, troubleshooting, fabricating, and repair of, including diagnosing, troubleshooting, fabricating, and repairing equipment.
- Read and interpret factory specification and part books.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- 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 and 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:

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- Receives administrative direction from the Fleet Maintenance Supervisor.
- No supervisory responsibilities.

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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), climb climbing 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, using computers/tablets and~~ 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.

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### **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.

This position is considered essential for disaster recovery efforts.