



<b>Job Title</b>	<b>Senior Fleet Technician</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>13034</b>

**Class Specification – Senior Fleet Technician**

<b>Summary Statement:</b>	
The purpose of this position is to support all airport departments. This is accomplished by participating in two mechanic teams responsible for maintaining various equipment; repairing equipment and machines; training and operating airport equipment when called upon; and providing technical support to all departments when asked. Other duties include assisting in the purchase of new equipment.	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
65%	Performs and oversees heavy equipment and light equipment repairs by diagnosing complaints; tears down equipment; makes parts orders; installs parts; and performs test runs to ensure efficiency.
10%	Processes work orders by receiving work order requests; inputs requests into work order program; checks parts and notes; and prioritizes and assigns work orders.
10%	Oversees inventory management by filling our parts stock orders; counts inventory for reconciliations; makes corrections as needed; and determines obsolete parts and removes them from inventory.
10%	Responsible for the parts supply by ordering non-stock parts for daily repairs; determines parts priority; and oversees the shipping and handling for efficiency and cost effectiveness.
5%	Performs welding and fabrication by welding with gas and electric; fabricates projects for field crews and techs; and welds gates, drains, fences, and others as needed.

<b>Competencies Required:</b>	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	



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Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training in automotive or heavy equipment repair and maintenance.

Experience: Five years of full-time responsible engine repair, fleet maintenance, or related experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Colorado Class A, Driver's License	Upon hire
ASE Certification	Upon hire
Certifications required in accordance with standards established by departmental policy.	

**Supervision Exercised:**

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:**

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.



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**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:** Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Shop
Extreme Temperature	Several Times per Month
Wetness and Humidity	Several Times per Month
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Daily
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Hand tools, air tools, welders, torches, plasma cutter, grinders, opacity machine, brake lathe, presses, a/c machine, fork lift, tire machine, tire balance machine, engine hoist, jacks, hydraulic flow tester, hydraulic pressure gauges, vehicle lifts, and crane.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2014