



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

Class Specification – Fleet Technician, Senior

Summary Statement:

The purpose of this position is to lead, oversee and participate in the more complex and difficult work of staff responsible for inspecting, repairing, maintaining and modifying City-owned fleet vehicles; to assist in coordinating equipment maintenance and repair activities including scheduling and monitoring of preventive maintenance assignments; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class in the Fleet Technician series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series and serves in a working supervisory capacity over lower level staff.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (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.
40%	Lead, plan, train and review the work of staff responsible for repairing, maintaining and modifying City-owned fleet vehicles and heavy equipment. Establish schedules and methods for providing repair and maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly. Perform the more technical and complex repairs and maintenance activities as assigned; serve as technical advisor to subordinate coworkers. Train assigned employees in their areas of work including automotive and heavy equipment repair and maintenance methods, procedures and techniques; ensure compliance with maintenance standards and procedures.
30%	Locate failures in heavy equipment mechanical subsystems including engines, fuel, coding, lube, exhaust, electrical, drive train and suppression systems; determine proper method and repair. Perform a wide range of automotive inspection, maintenance and



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	<p>repair duties; modify, tear down, repair and reassemble major automotive components and assemblies including gasoline engines, automatic and standard transmissions, differentials and front end assemblies. Perform specialized engine performance diagnosis and tune-ups using electronic testers and analyzers; diagnose cause of equipment malfunctions and determine repair methods; order parts and equipment. Perform a wide range of heavy equipment and truck repairs, rebuilds and modifications to diesel engine, hydraulic steering, electrical and related systems and assemblies; diagnose cause of equipment malfunction; determine repair methods; order parts and equipment.</p>
30%	<p>Assess organizational vehicle repair requirements; schedule work assignments and establish work priorities; review automotive, heavy equipment fabrication, tire and/or body repairs in progress; ensure correct repair procedures and compliance with applicable standards. Road test vehicles for diagnosis of system malfunctions and quality control check on completed repairs; verify repairs are successfully completed. Perform detailed diagnostic testing on assigned vehicles; recommend appropriate corrective and preventive actions. Maintain a variety of administrative records; submit a variety of correspondence and memoranda to City departments and divisions. Contact City staff as needed to gain background information concerning needed repairs and maintenance. Ensure adherence to safe work practices and procedures.</p>

Competencies Required:

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.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

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

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

Work requires functioning as a lead worker performing essentially the same work as those directed,



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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.

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.

Environmental Conditions	Frequency
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.



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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