

## **CITY OF ARCADIA**

### **FLEET TECHNICIAN I FLEET TECHNICIAN II**

#### **DEFINITION**

Under general supervision (Fleet Technician I) or direction (Fleet Technician II), to perform skilled mechanical repair and preventive maintenance work on automotive and power equipment.

#### **DISTINGUISHING CHARACTERISTICS**

**Fleet Technician I**--This is the entry level in the Fleet Technician class series. Positions at this level usually perform most of the duties required of the positions at the Fleet Technician II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Fleet Technician II**--This is the full journey level in the Fleet Technician class series. Positions at this level are distinguished from the Fleet Technician I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Fleet Technician II level are normally filled by advancement from the Fleet Technician I level with three years of experience and successful performance reviews. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Fleet Technician II level.

#### **SUPERVISION EXERCISED**

##### **Fleet Technician I**

Exercises no supervision.

##### **Fleet Technician II**

May exercise technical and functional supervision over lower level staff.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform a variety of mechanical repairs to automotive and power equipment including grinding valves and rocker arms, repairing starters and generators, diagnosing and repairing air conditioning, installing bearings and brushes, replacing backing plates, repairing electrical wiring, overhauling carburetors, brake cylinders, and differentials, repacking wheel bearings, diagnosing and repairing ignition and fuel injection systems, repairing hydraulic systems, repairing front and rear axle assemblies, installing clutches, and overhauling transmissions, fire pumps and apparatus, and stationery pumps.

Fabricate special equipment and attachments to equipment involving some acetylene and electrical welding.

Perform inspection and repair on heavy truck and trailer for CHP inspection program.

Perform OSHA inspection on aerial trucks and crane truck; maintain inspection records.

Perform inspection and repairs on hydraulic pumps, control valve, and hoses.

Tow vehicles and equipment; troubleshoot emergency breakdowns in the field.

Assist in writing specifications for purchase of new vehicles; evaluate old equipment.

Plan and carry out a preventive maintenance program on automotive equipment.

Operate a variety of tools and equipment used in automotive and power equipment repair.

Maintain cleanliness of work area and tools.

Adhere to safe work practices and procedures.

## **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Fleet Technician I**

#### **Knowledge of:**

Operating and repair characteristics of a wide variety of automotive, light and heavy equipment used in City government.

Occupational hazards and standard safety practices necessary in the area of mechanical repair and maintenance.

Practices, methods, equipment, tools, and materials used in the overhaul, repair, and adjustment of automotive and power equipment.

Principles and procedures of preventive maintenance related to automotive and power equipment.

Operating and repair characteristics of hydraulic systems, high pressure air systems, and high pressure water systems.

Operation and care of internal combustion engines and hydraulic equipment.

Methods, materials, equipment and tools used in routine welding and fabrication work.

Safe driving principles and practices.

**Skill to:**

Operate a variety of automotive, truck, and heavy equipment and testing equipment in a safe and effective manner.

Operate a variety of tools and equipment used in equipment maintenance and repair safely and skillfully.

Operate a motor vehicle safely.

**Ability to:**

Learn operating and repair characteristics of a wide variety of automotive, light and heavy equipment used in City government.

Diagnose and troubleshoot motor and mechanical problems and computer related problems.

Read and interpret hydraulic and electrical schematics and fabrication blueprints

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

One year of experience in automotive and power equipment repair.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by completion of a mechanical apprenticeship program.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an air conditioning recovery certificate.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

**Fleet Technician II**

In addition to the qualifications for Fleet Technician I:

**Ability to:**

Perform skilled mechanical repair and preventive maintenance work on automotive and power equipment.

Perform field or shop inspection of automotive or mechanical equipment to determine repair needs and estimate cost of repair.

Plan and determine priorities of work schedules and assignments for servicing and repairing automotive equipment.

Troubleshoot problems on computerized cars and trucks related to electronic control module, ignition system, and fuel system.

Work independently in the absence of supervision.

**Minimum Qualifications:**

**Experience:**

Three years of experience in automotive and power equipment repair.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by completion of a mechanical apprenticeship program.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an air conditioning recovery certificate.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

**Effective Date:** January, 1999