

## **CITY OF ARCADIA**

### **FLEET TECHNICIAN/WELDER**

#### **DEFINITION**

Under direction, to perform skilled mechanical repair and preventive maintenance work on automotive and power equipment; and to perform skilled welding in the repair and fabrication of parts for heavy, road, and construction equipment.

#### **SUPERVISION EXERCISED**

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.

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.

Repair, hard face, temper, and rebuild tools and road equipment parts including ripper teeth, dozer corner bits, grader blades, mounts, braces, and hitches.

Build up worn parts by electric and gas welding of high carbon steels, cast iron additions, and brass additions.

Lay out, fabricate, and install special metal equipment such as gear boxes, fuel tanks, water tanks, all types of trailer hitches, extra heavy duty bumpers, and truck beds.

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**

#### **Knowledge of:**

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.

Methods, tools, materials, and equipment used in gas and electric welding work.

Properties and characteristics of metals.

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.

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

Operation and care of internal combustion engines and hydraulic equipment.

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 gas and electric welding work and equipment maintenance and repair safely and skillfully.

Operate a motor vehicle safely.

**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.

Perform a wide variety of gas and electric welding work.

Judge temperatures and the quality of welded joints.

Design and fabricate parts and equipment from metal.

Work independently in the absence of supervision.

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:**

Two years of experience in automotive and power equipment repair and welding.

**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, an arc welding certificate, and an oxy/acetylene welding 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