



Fleet Technician Crew Leader

Purpose of the role:

Under direction, organizes, schedules, supervises, assigns, evaluates, and inspects the work of staff responsible for the maintenance, repair, and servicing of a wide variety of gasoline and diesel-powered vehicles and equipment; trains assigned employees in their areas of work; oversees the City's fuel program; prepares and maintains a variety of reports and records; and performs related duties as assigned.

Distinguishing Characteristics:

This is the lead level class in the Fleet Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including providing lead supervision to assigned staff. Employees perform the most difficult and responsible types of duties assigned to classes within this series including organizing, scheduling, assigning, and overseeing the work of fleet services shop personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Organizes, schedules, supervises, assigns, and evaluates the work of employees engaged in the overhaul, repair and maintenance of a wide variety of automobiles and gas or diesel-powered trucks and equipment, including engines, fuel, electrical, hydraulic, power transmission systems and body and chassis parts; provides technical assistance to staff in resolving difficult problems encountered.
- Instructs and provides for the training of staff in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects equipment to determine work required and to evaluate performance; recommends and implements disciplinary action as necessary; estimates personnel, material and equipment requirements for assigned jobs.
- Participates in preparing performance evaluations for assigned staff.
- Manages the City's fuel program, including reordering fuel as necessary; inputs fuel information into computer system; maintains files and records.
- Oversees the CNG and City fueling stations to ensure that the stations are operational; schedules maintenance and repairs on stations as necessary.

- Schedules City Highway Patrol (CHP) inspections on vehicles as necessary to ensure vehicles are in proper operation; maintains CHP form records.
- Contacts dealers about warranty issues on vehicles; schedules maintenance and repairs with dealers as necessary.
- Prepares and maintains a variety of reports and records, including time cards, worksheets, accident reports, and maintenance requests; maintains inspection records in accordance with federal, state and local requirements; prints reports as necessary.
- Schedules and coordinates activities with other City departments; responds to questions and complaints from other departments and divisions.
- Recommends special work required or necessary equipment maintenance; reviews completed work.
- Ensures appropriate safety precautions and equipment are being utilized; conducts safety meetings.
- Responds to emergency situations as necessary.
- Assists in evaluation of economic life of equipment/vehicles.
- May perform maintenance or repair work as required.
- Performs after-hours emergency work and on-call Supervisor duties on a rotating basis.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operations, services, and activities of a fleet services program.
- Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
- Techniques, methods, materials, tools and equipment used in the overhaul, repair and maintenance of gasoline and diesel-powered vehicles and equipment, trucks and heavy equipment, and related equipment.
- Principles and practices of purchasing materials and outside services.
- Operation and maintenance of a wide variety of equipment, hand, shop and power tools used in the work.
- Principles of business letter writing and basic report preparation.
- Principles and procedures of record keeping.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Plan, estimate, coordinate and schedule the work of others.
- Prepare and maintain a variety of reports and records pertaining to the work.
- Read and interpret plans, maps, specifications and manuals.
- Operate and maintain equipment and tools used in the field.
- Identify and implement effective courses of action to complete assigned work.
- Coordinate work assignments with other divisions, departments and agencies.
- Utilize standard office equipment including computers and related software applications.
- Learn and apply new information or new skills.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Results Oriented
- Customer-Focused
- Flexible/Adaptable
- Accountable
- Planner and Organizer
- Skill and Career Development Coach
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by college level course work or specialized training in fleet services maintenance or a related field.

**Education and
Experience
Guidelines:**

Experience:

Four years of skilled journey-level experience in the repair and maintenance of gasoline- and diesel-powered vehicles and equipment including two years at a level comparable to a Fleet Technician II with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

Automotive Service Excellence (ASE) certification in the following four areas: brakes, electrical, engine repair, and steering and suspension.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

***Physical and
Environmental
Conditions:***

Physical: Sufficient physical ability to work indoors and outdoors; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and stoop; grasp, repetitive hand movement, and fine coordination in preparing reports using a computer key board; **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Shop environment working near moving mechanical parts; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, and inclement weather conditions including wet and/or humid conditions; frequently works around loud noise levels; interacts with City staff, other organizations and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: 1/1/10

1/1/10:

- Added ASE certification requirements and after-hours emergency/on-call information.