



Fleet Technician I Fleet Technician II

Purpose of the role:

Under supervision (Fleet Technician I) or general supervision (Fleet Technician II), maintains, repairs and overhauls heavy and light trucks, construction equipment, automobiles, small gasoline engines and related vehicles and equipment; inspects, diagnoses, overhauls, repairs, and adjusts engines, transmissions, and related vehicle systems and components; services and performs preventive maintenance duties on a variety of vehicles and equipment; operates a variety of hand, power and shop tools; and performs related duties as assigned.

Distinguishing Characteristics:

Fleet Technician I – This is the entry-level class in the Fleet Technician series. Positions at this level have prior experience but are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Fleet Technician II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to the Fleet Technicians. 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. Advancement to the Fleet Technician II level is based on demonstrated proficiency in performing the assigned functions, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

Fleet Technician II – This is the journey level class in the Fleet Technician series performing the full range of mechanical duties with only occasional instruction or assistance. 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 judgment 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. Work is normally reviewed at critical points of assigned project to determine if desired overall objectives have been achieved. Positions in this class series are alternately staffed and positions at the Fleet Technician II level are normally filled by advancement from the Fleet Technician I level.

Essential Duties and Responsibilities:

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.

- Diagnoses and performs major repairs and overhauls to gasoline, diesel and alternative fuel engines, involving inspection and

replacement of broken or worn parts such as pistons, piston rings, valves, bearings, fittings, wrist pins, and gaskets.

- Diagnoses and repairs, cleans, adjusts, and installs fuel, ignition, electrical, and cooling systems involving repair and replacement of such parts as carburetors and fuel pumps, starter motors, distributors, generators, voltage regulators, wiring switches, two-way radios, batteries, radiators, thermostats, and water pumps.
- Diagnoses, repairs, and overhauls power transmission systems, including such parts as clutches, automatic and standard transmissions, differential units, gears, bearings, universal joints, and hydraulic units.
- Diagnoses, repairs, and adjusts steering mechanisms and other controls, checking and aligning wheels.
- Diagnoses, repairs and recharges air conditioning and heating systems.
- Repairs vehicle body and chassis parts, using hand and power tools, electric arc and oxyacetylene welding equipment.
- Performs regular servicing and preventive maintenance on construction equipment, heavy trucks, street sweepers, automobiles, light trucks and other equipment; inspects and adds fluid levels in brake, steering, and other systems; changes gas, oil, and fuel filters; changes engine, transmission, differential, and power take-off lubricants; checks and replaces coolant, hydraulics, and pneumatic hoses; tests, adds fluids, replaces, and/or charges batteries.
- Performs minor replacement of parts such as hoses, belts, batteries, wiper blades, bulbs, fuses, and lamps.
- Performs tune-ups for efficient and dependable operation; repairs, replaces, and installs parts and components as necessary including to adjust carburetors and fuel injectors.
- Performs state mandated emissions inspections and certifications on gas diesel and alternative fueled vehicles using exhaust gas analyzers, opacity meters, and chassis dynamometer; performs state-mandated safety inspections on trucks, trailers and buses.
- Road tests vehicles; drives truck or other equipment as required; inspects vehicles in the shop and field.
- Diagnoses engine electronic computer using diagnostic scope.
- Diagnoses and performs electrical, hydraulic and other repairs in the field.
- Maintains, diagnoses, and repairs electrical, electronic, air, hydraulic, and associated PTO systems on vehicles and mobile equipment.
- Maintains and repairs small gasoline engines and similar equipment found on mowers, chain saws, and related equipment.
- Diagnoses, repairs, and maintains vehicle air brakes, hydraulic systems, and associated power take-off equipment.
- Installs and repairs mobile equipment, cranes, hoists, and electric, hydraulic, and engine driven equipment.

- Performs major and minor paint and body repairs; removes and replaces glass and glass related components.
- Installs, diagnoses, and repairs vehicle accessory systems, electronic, telecommunications, radio, and emergency lighting systems on City fleet, disaster response, and police vehicles.
- Services and repairs natural gas compressing plant and refueling stations.
- Performs welding work on vehicles, equipment and tools; fabricates metal parts for vehicles, equipment, tools, tanks, plates, and grates; straightens and repairs bent vehicles, equipment and tools; fabricates and installs bumpers, tow bars, ladder racks, tool boxes, and pipe railings.
- Estimates labor, material and equipment required to complete assignments.
- Reads and interprets blueprints, sketches, manuals, drawings and wiring diagrams, schematics, and specifications.
- Ensures proper safety precautions are observed.
- Cleans and maintains assigned work area; washes vehicles and equipment as necessary; recycles appropriate shop by-products; disposes of hazardous materials according to established procedures.
- Maintains records and logs of servicing of vehicles and equipment, utilizing computers and computerized equipment.
- May direct and instruct other employees in the work.
- May perform after-hours emergency or on-call 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.

Knowledge of:

- Operations, services and activities of a fleet maintenance and repair program.
- Current methods, equipment, tools, and materials used in the overhaul, repair, maintenance, and adjustment of gas, diesel, and alternative fuel powered equipment and vehicles.
- Principles of gasoline, diesel, and alternative fuel powered engine mechanics as applied to the maintenance and repair of automotive and road and construction equipment.
- Operating and repair characteristics of hydraulic systems.
- Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field.
- Methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- Types and grades of lubricants, coolants, brake, steering and other fluids used in automotive and equipment.
- Methods and techniques of performing diagnostic troubleshooting services.

***Desired
Minimum
Qualifications:***

- Methods and techniques of metal fabrication and gas and arc welding.
- Electrical and electronic accessory systems related to communication and telecommunications equipment.
- State, federal, and local laws regulating emission controls.
- Principles and procedures of record keeping.
- Shop mathematics.
- 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.
- Computer hardware, operations and office and industry software applications.

Ability to:

- Diagnose and repair a wide variety of diesel and gasoline-powered vehicles and related equipment.
- Operate and maintain a wide variety of hand, power and shop tools and equipment used in the work.
- Estimate necessary materials and equipment to complete assignments.
- Accurately diagnose mechanical, electrical, and hydraulic repair needs.
- Perform safety inspections and identify safety hazards.
- Perform gas and electric welding activities.
- Perform heavy manual labor.
- Exercise independent judgment and initiative in work functions.
- Prepare basic records and reports.
- Read and interpret blueprints, sketches, manuals, specifications and drawings and wiring diagrams.
- Fabricate and repair a wide variety of metal parts, equipment, and tools.
- Operate office equipment including computers and supporting software applications.
- Work under steady pressure with frequent interruptions.
- 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:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Accountable
- Problem Solver and Decision Maker
- Ethical
- 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:

Fleet Technician I

Education:

Equivalent to the completion of the twelfth grade. Successful completion of appropriate trade school or technical course work in diesel or gasoline-powered mechanics may be substituted for the required work experience.

Experience:

One year of experience in the maintenance and repair of vehicles or heavy construction equipment.

Licenses; Certificates; Special Requirements:

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

Some positions may require a Class A California Driver's License and a Class A smog license.

Education and Experience Guidelines:

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

Fleet Technician II

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of experience at a level comparable to the Fleet Technician I with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

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

Some positions may require a Class A California Driver's License and a Class A smog license.

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 perform heavy manual labor; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry and push tools, equipment and supplies weighing 25 pounds or more; climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment. **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; occasional field environment with some travel from site to site; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, and inclement weather conditions including wet and/or humid conditions; work on slippery surfaces; frequently works near moving mechanical parts; works in precarious places or exposed to street/road traffic; 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: