

# FLEET SHOP TECHNICIAN

## POSITION SUMMARY

To assist Mechanics in servicing, adjusting, performing minor repairs and preventative maintenance of City vehicles and equipment.

## RESPONSIBILITIES

### **Essential Duties: (May not include all of the duties performed.)**

- Perform routine preventative maintenance.
- Checks and changes oil, lubricate vehicles, fuels and service vehicles, replaces hoses, belts, water pumps, batteries, and similar equipment and parts.
- Check mechanical equipment, radiators, batteries, fan belts, air and oil filters, wiper blades, headlights, lamps, water and antifreeze levels, air in tires and adjusts pressure,
- Maintains records of work performed and the need for future servicing.
- Uses a variety of testing equipment.
- Perform minor repairs and change minor parts.
- Respond to emergency road calls and repair vehicles as necessary.
- Assist Mechanics in the performance of mechanical repairs as needed.
- Drives equipment as needed.
- Provides assistance to other crews as needed.
- Responds to after hour emergencies as requested.
- Assists in ordering and obtaining necessary parts and supplies.
- Assists with loading, unloading and stocking warehouse supplies.
- Maintain shop and equipment in a clean and orderly condition.
- Perform other duties of similar nature or level as required.

### **Knowledge, Skills and Abilities: (may vary according to area of assignment)**

- Knowledge of principles of gasoline engine mechanics and preventative maintenance.
- Ability to use a variety of hand, power tools, and equipment.
- Knowledge of techniques of repairing gasoline equipment and related components.
- Knowledge of safe work practices.
- Ability to identify automotive and machine parts.
- Ability to oil, grease, and service automotive and mechanical equipment.
- Ability to perform skills involved in servicing, maintaining, adjusting and repairing mechanical equipment.
- Ability to recognize routine mechanical difficulties and malfunctions.
- Ability to understand and carry out oral and written directions.
- Ability to get on and off, or in and out of City equipment; operate full range of maintenance equipment that is typically required of the job without special aide.
- Ability to read handwritten, typed or machine generated text, graphical and statistical material without aides other than eyeglasses and/or contact lenses.
- Ability to absorb data, learn and apply procedures required to perform the full range of tasks required by typical duties of the job.
- Ability to use a variety of office equipment and related applications;

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## **Judgment/Decision Making:**

- Performs duties under general supervision within scope of general city policies, procedures and objectives;
- Resolves most maintenance issues utilizing set departmental alternatives. Occasional independent judgment may be required to complete assignments;
- Refer unusual problems to supervisor;
- Make recommendations on departmental and City policies, procedures, and practices;
- Decisions must be accurate to ensure safety of employees and the traveling public;

## **RELATIONSHIPS**

### **Leadership:**

- No supervisory responsibility.

### **Relations to Others:**

- Position requires regular contact with employees and the public;
- Requires moderate communication skills to ensure supervisor, other employee and department requests are understood, documented, and addressed as necessary.
- Communications are generally one-on-one, but may occasionally involve a small group of people.

## **SKILLS**

### **Education and Experience:**

- High School Diploma or General Equivalency Degree (G.E.D.) required upon hire.
- Up to one year related experience;
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

### **Special Requirements:**

- Valid Driver's License
- North Dakota Class B Commercial Driver's License with appropriate endorsements unless the position requires the operation vehicle/trailer-in excess of 10,000 pounds in which case a North Dakota Class A Commercial Driver's License is required;
- Forklift Certification – must obtain within probationary period.
- Aerial Lift Certification – must obtain within probationary period.

## **WORKING CONDITIONS**

### **Working Environment:**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- May be required to work overtime, weekends and holidays; occasionally under hazardous conditions; on congested roadways, around operating equipment; in a noisy environment; and with the physical ability and stamina to perform strenuous physical work. Routine exposure to hazardous substances, inadequate lighting, work space restrictions, potentially dangerous situations, unpleasant work conditions such as adverse weather conditions or great risk of accidents or ill health. Regular exposure to conditions which are unpredictable/uncertain and which result in risk of personal injury.

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- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

**Classification:** Grade 13

**FLSA:** Non-Exempt

**New Position Created:** 9/10/14

**Approved by CSC:** 10/22/14

**Approved by City Commission:** 11/03/14

**Updated:** 6/24/22 by HR Torgerson; 12/21/2023 – Changed grade level per commission approval of wage study and 2024 budget SN