City of Bellingham

Classification Specification - Civil Service

CLASS TITLE	**Fleet Technician I, II, III**
DEPARTMENT	**Public Works/Operations**
UNION:	**1937**
SG:	**110/111/112**
CS:	**Yes**
FLSA:	**Y**
EE04CODE:	**SC**

NATURE OF WORK:

Performs progressively responsible, multi-discipline, diagnostic, maintenance and repair of City of Bellingham Fleet vehicles and equipment. Responsible for administrative reporting and customer service activities. Participates in quality assurance activities and vehicle make ready installations. May be called out for emergency work. Attention to safety, protection of personnel and equipment is essential to work.

DISTINGUISHING CHARACTERISTICS:

Fleet Technician I is an entry-level position in the series designed to begin the training and gain the experience necessary to progress to fully qualified and skilled Technician III. The Fleet Technician I is distinguished from the Fleet Technician II classification by the primary responsibility for performance of more basic and routine tasks and duties within this series and by a greater level of supervision required in the performance of assigned duties. The Technician I receives ongoing training and requires continuous advancement in job knowledge and skills. An individual in this position will move to Fleet Technician II in a non-competitive promotion upon obtaining required certifications and completing two (2) years as a Fleet Technician I.

The Fleet Technician II classification is a progressive entry/promotional position in the series designed for mechanics who have gained the experience and skill required to perform at the Technician II level. Fleet Technician II is distinguished from Fleet Technician I by primary responsibility for the performance of progressively responsible, moderate to complex heavy duty, automotive, and light equipment fleet maintenance and repair tasks and a greater level of experience, skill, and independence in performing job duties. Individuals at this level receive additional training and instruction as new or unusual situations arise and continuous advancement in job knowledge and skills is required. An individual in this position will move to Fleet Technician III in a non-competitive promotion upon obtaining required certifications and completing two (2) years as a Fleet Technician II. A person with the requisite training and experience may be hired in at the Fleet Technician II level.

The Fleet Technician III classification is designed for mechanics who have gained the experience and skill required to perform all essential functions of the position independently. The Fleet Technician III classification is distinguished from Technician II by the greater level of experience, skill, and independence in performing job duties and responsibility for performing the full range of the City's heavy duty, automotive, light equipment fleet maintenance repair tasks. Individuals at this level receive instruction or assistance as new or unusual situations

arise and are fully aware of operating procedures and policies within the Public Works Department and Fleet Services Group. A person with the requisite training and experience may be hired in at the Fleet Technician III level.

Advancement to Fleet Technician IV occurs through a competitive promotional process.

SUPERVISORY RELATIONSHIPS:

Reports to the Fleet Manager. Receives work assignments and direction from the Fleet Technician or other higher classified staff as designated by the Fleet Manager. Work is performed under close supervision and the guidance of City and Department policies and procedures and established methods, practices and systems. May be assigned to provide training to lower classified staff or general instructions to new employees.

ESSENTIAL FUNCTIONS:

1. Performs progressively responsible preventative, corrective, rebuild, inspection, diagnostic, fabrication and special project maintenance for City of Bellingham Fleet vehicles and equipment including police, fire, emergency service vehicles, automobiles, trucks, utility equipment, park equipment, small motors and transit vehicles.

2. Troubleshoots, diagnoses, adjusts, repairs, rebuilds, or installs components on a variety of vehicles and equipment requiring skilled maintenance and safe work methods.

3. Performs skilled automotive or heavy-duty or specialized equipment diagnostics, electrical, and repair functions for electronic systems or engine, transmission, differential, air systems, and hydraulic systems.

4. Performs customer service tasks such as ongoing communications with customer staff, operators, and vendors; promptly responds to telephone calls and completes notification forms. Participates in planning and contributes to team quality assurance problem solving efforts.

5. Performs general maintenance related functions such as: lubricating vehicle/equipment, installing batteries, detailing vehicles, doing cleanup, or assisting the Fleet Services Specialist in identifying and performing make ready/make sale functions.

6. Operates mechanical tools, shop computers, and other equipment such as: hoists, jacks, tire changers, power & hand tools, diagnostic instruments, and other specialized automotive tools while observing safe working practices and procedures.

7. Receives training in a variety of maintenance and repair tasks, parts procurement, safety practices, customer service, administration, and trade skills applied in the Fleet Maintenance Facility to improve knowledge and skills. Shares work experience and formal training with co-workers.

8. Enters and updates work orders and other maintenance records related to daily activities within the City's asset management system. Performs other administrative tasks as needed.

10. Assists in training lower classified staff as assigned.

ADDITIONAL WORK PERFORMED:

1. Assists the Fleet Technician IV and Fleet Technician V in special projects as assigned.

2. Performs related duties of similar nature or level within the scope of the classification.

3. May work weekend, holiday or emergency shifts independently with and without supervision.

3. Responds to after-hours callouts when required.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, And Abilities):

Knowledge of:

- Working knowledge of the principles of internal combustion engines, electronic systems, and power systems.
- Working knowledge of the Public Works Fleet operations policies, procedures and guidelines.
- Safety practices in mechanic work.

Skill in:

- Mechanical aptitude and diagnostic ability.
- Demonstrated mechanical skill in methods, materials, tools and standard trade practices of the automotive and heavy-duty repair industry.
- Basic electrical and electronics.

Ability to:

- Connect diagnostic equipment, interpret results, and adjust or replace electronic components for gasoline, diesel engines, and transmissions.
- Disassemble, reassemble, and install moderate to major heavy-duty engine components.
- Perform assigned jobs independently.
- Communicate effectively and establish effective working relations with a diverse group of people at all organizational levels and be an effective team member.
- Learn and maintain knowledge of technical standards and procedures.
- Read and comprehend technical manuals, wiring diagrams schematics and apply their contents to solving mechanical maintenance problems.
- Deliver, comprehend, and carry out oral and written instructions.
- Record and maintain accurate records.
- Perform mathematical calculations such as: addition, subtraction, multiplication, and division, and work effectively with complex mathematical formulas such as: hydraulic flow volumes and pressures, product mix, and electrical calculations.
- Learn and perform computer data entry and software operations and work effectively with multiple software applications such as: fleet maintenance systems, e-mail, word processing, and spreadsheets in a multi-task environment with frequent interruptions.
- Ability and willingness to apply safe working procedures.
- Maintain consistent and punctual attendance.

- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - Manual dexterity sufficient to operate hand and power equipment safely;
    - Correctable vision to read instructions and work safely around equipment;
    - Physical ability to stoop, bend, climb and work in confined spaces;
    - Adequate hearing to effectively hear voice radio, crew communications and roadway traffic in a noisy environment;
    - Independently lift and handle moderately heavy components and equipment safely weighing up to approximately sixty-five (65) lbs.

WORKING ENVIRONMENT:

The Fleet Technician I, II, III work is primarily performed at the Fleet Maintenance Service Facility with occasional emergency repairs taking place outdoors or at a customer's work site. Field conditions involve exposure to heavy traffic, sustained elevated noise, and extreme weather conditions with risk of exposure to hazardous chemicals. The Fleet Technician I, II, III perform a variety of work in confined spaces and awkward positions. May be required to work weekends, holidays, or emergency shifts as needed by the organization.

EXPERIENCE AND TRAINING REQUIREMENTS:

Fleet Technician I

- High School Diploma or GED.
- Two years' experience in automotive, heavy duty, or specialized equipment maintenance, OR
- Completion of a two-year Automotive Technology or Diesel Technology technical program or equivalent certificate program from an accredited institution
- Proficient in MS Office Suite.
- Must have or obtain the following Automotive Service Excellence (ASE) certification within one year of hire:
    - A5-Brakes (required)
    - T4 – Brakes or T8-Preventative Maintenance Inspections (one required, employee may choose)

Fleet Technician II:

- High School Diploma or GED.
- Two years' experience in the Fleet Technician I classification at the City of Bellingham, OR
- Four years' equivalent experience in automotive, fleet heavy duty, or specialized equipment maintenance, OR
- Completion of a two-year Automotive Technology or Diesel Technology technical program or equivalent certificate program from an accredited institution and two years' experience in automotive and/or heavy duty, or specialized equipment maintenance.
- Proficient in MS Office Suite.
- If hired at the Fleet Technician II level, must have current or obtain Automotive Service Excellence certifications required at the Fleet Technician I level within one year of hire.

- Must have or obtain the following Automotive Service Excellence (ASE) certifications within two years of hire or promotion to Fleet Technician II:
    - A1-Engine Repair (required)
    - T2-Diesel Engines (required)
    - A4-Suspension and Steering or T5 Suspension & Steering (one required, employee may choose)

Fleet Technician III:

- High School Diploma or GED.
- Two years' experience in the Fleet Technician II classification at the City of Bellingham, OR
- Six years' equivalent experience in automotive, fleet heavy duty, and specialized equipment maintenance, OR
- Completion of a two-year Automotive Technology or Diesel Technology technical program or equivalent certificate program from an accredited institution and four years' experience in automotive and/or heavy duty, or specialized equipment maintenance.
- Proficient in MS Office Suite.
- If hired at the Fleet Technician III level, must have current or obtain Automotive Service Excellence certifications required at the Technician I and II levels within one year of hire.
- Must have or obtain the following Automotive Service Excellence (ASE) certifications within two years of hire or promotion to Fleet Technician III:
    - A6 – Electrical/Electronic Systems (required)
    - T6 – Electrical/Electronic Systems (required)
    - One additional certification required from the T2-T8 series or A1-A8 series, employee may choose

Preferred:

Demonstrated experience in:

- Advanced electronic systems;
- Complex hydraulic, air, and electronic diagnostics.
- Comprehensive use of computers, various diagnostic equipment to include digital scopes, and scan tools.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Valid Washington State Driver's License and good driving record. Candidates must submit a three (3) year driving abstract prior to hire.
- Ability to secure a Commercial Driver's License (CDL) within one year of hire and maintain for duration of employment.
- Must pass a pre-employment drug test prior to hire. This position is also subject to drug testing requirements of the Federal Department of Transportation.
- Must be able to report for emergency call-out and serve on standby in accordance with bargaining unit agreement.
- Failure to obtain appropriate certifications within established time limits will result in demotion to the lower classification for which qualified until such time as the required certification is achieved or dismissal, should a lower classification not exist.

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