City of Bellingham
Classification Specification - Civil Service

CLASS TITLE	**Fleet Technician IV**
DEPARTMENT	**Public Works/Operations**
UNION:	**1937**
SG:	**113**
CS:	**Yes**
FLSA:	**Y**
EE04CODE:	**SC**

NATURE OF WORK:

Performs skilled, multi-discipline, diagnostic, maintenance and repair of City of Bellingham Fleet vehicles, equipment, and emergency fire apparatus. Responsible for applying in-depth knowledge and well-developed skills to a broad variety of complex mechanical tasks, special assignments and projects. Serves as lead worker as assigned; provides training and technical instruction to lower classified staff. May assist the Fleet Technician Vin coordinating the daily activities of assigned staff including planning and prioritizing work.

Makes recommendations on work repairs and customer service strategies; maintains customer service communications with designated customer department. Attention to safety, protection of personnel and equipment is essential to work. Responds to emergency work as required.

DISTINGUISHING CHARACTERISTICS:

The Fleet Technician IV classification is distinguished from the Fleet Technician III classification by the depth and breadth of technical expertise required to perform complex preventative, corrective, rebuild, inspection, diagnostic and special project maintenance of fire apparatus in addition to the full range of fleet heavy-duty, light-duty, and equipment repair and maintenance. The Fleet Technician IV performs advanced assignments independently, acts as lead worker on an as-needed basis, and provides technical instruction to lower classified staff in the completion of new, specialized, complex or difficult work. The individuals in this position have in-depth knowledge of applicable operating procedures and policies within the Fleet Services Division, Public Works Department and City wide and are responsible for planning and executing specialty projects.

Vacancies in this classification will be filled through a competitive selection process.

SUPERVISORY RELATIONSHIPS:

Reports to the Fleet Manager. Receives work assignments and direction from the Fleet Technician V or other staff as designated by the Fleet Manager. Work is performed under general supervision and the guidance of City and Department policies, procedures and regulations. Serves as a lead worker as assigned and provides training and technical instruction to lower classified staff.

ESSENTIAL FUNCTIONS:

1. Performs the full range of preventative, corrective, rebuild, inspection, diagnostic, and special project maintenance for the City of Bellingham Fleet heavy-duty and light-duty vehicles and equipment including police, fire, emergency service vehicles, automobiles, trucks, utility equipment, park equipment, small motors and transit vehicles. Responsible for performing and leading lower classified staff in performing complex or unusual maintenance and repair tasks.

2. Provides technical instruction, recommendations on work repairs and training for lower classified staff, regular, non-benefitted or temporary personnel as assigned. Ensures project safety. May serve as lead worker providing on-site work oversight and direction in the absence of the Fleet Technician V or as assigned.

3. Assists the Fleet Technician Vin planning and executes projects independently or as lead worker.

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

5. Performs complex diagnostic, electrical, and repair functions for electronic systems, engine, transmission, differential, air systems, and hydraulic systems.

6. Initiates and performs customer service tasks such as planning and ongoing communications with customer staff, operators, and vendors; promptly responds to telephone calls and completes notification forms. May serve in a lead role in quality assurance problem solving efforts on an as-needed basis.

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

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.

9. Performs major repair work on fire water pumps, pump transmissions, PTO units, foam systems, water valves, and instrumentation.
10. Performs inspections on aerial devices, determine out of service criteria.

11. Assists with annual pump testing and validation on as-needed basis.

12. Assists with scheduling of 3rd party ladder testing of apparatus, repairs and inspections and assist as needed.

13. Performs all duties of the of Fleet Technician I/II/III classification.

ADDITIONAL WORK PERFORMED

1. Serves as backup to Fleet Technician Vand Fleet Services Specialist during absences or as assigned.

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

3. Responds to after-hours callouts when required.

4. Performs related duties of a similar nature of level within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, And Abilities):

Knowledge of:
- Thorough knowledge of the principles of internal combustion engines, electronic systems, and power systems.
- Strong knowledge of the Public Works Fleet operations policies, procedures and guidelines.
- Thorough knowledge of safety practices in mechanic work.

Skill in:
- Strong mechanical aptitude and diagnostic ability.
- Demonstrated mechanical skill in methods, materials, tools and standard trade practices of the automotive and heavy-duty repair industry.

Ability to:
- Connect diagnostic equipment, interpret results, and adjust and install electronic components for gasoline and diesel engines, transmissions.
- Disassemble, reassemble, and install major automotive and heavy-duty internal engine components.
- Perform effective customer service, planning, and day-to-day jobs independently.
- Identify and communicate areas where training programs may enhance quality, expand services and reduce costs.
- Deliver training plans and serve as an effective instructor.
- Communicate effectively and establish effective working relations with diverse group of people at all organizational levels and be an effective team member.
- Demonstrate advanced level diagnostic and mechanical skill in the methods, materials, tools and standard trade practices of the automotive and heavy-duty repair industry.
- Deliver, comprehend, and carry out oral and written instructions.
- Maintain accurate records.
- Learn and maintain advanced knowledge of the technical standards and procedures.
- Read and comprehend technical manuals, wiring diagrams and schematics and apply their contents to solving mechanical maintenance problems.
- 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, or electrical calculations.
- 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 teach and 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 and efficiently;
    - 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;
    - Ability to independently life and handle moderately heavy components and equipment weighing up to approximately 65 lbs.

WORKING ENVIRONMENT:

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. Perform a variety of work in confined spaces and awkward positions. The person in this position independently lifts and handles a variety of moderately heavy components weighing up to approximately 65 lbs. May be required to work weekends, Saturdays, holidays, or emergency shifts as needed by the organization.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High School Diploma or GED.
- Two years' experience in the Fleet Technician III classification, including demonstrated skill in the full range of fleet heavy duty, light duty and equipment repair and maintenance at the City of Bellingham, OR
- Eight years of progressively responsible experience and demonstrated skill in the full range of fleet heavy-duty, light-duty, and equipment repair and maintenance, OR
- Completion of a two-year Automotive Technology or Diesel Technology technical program or equivalent certificate program from an accredited institution and six years of progressively responsible experience and demonstrated skill in the full range of fleet heavy-duty, light duty and equipment repair and maintenance,
  AND
- In addition to the certifications required for Fleet Technician I/II/III, must possess and maintain the following Emergency Vehicle Technician (EVT) certifications to be eligible for hire or promotion into the Senior Fleet Technician classification:
    - F1 – Maintenance, Inspection, and Testing of Fire Apparatus
    - F2 – Design & Performance Standards of Fire Apparatus
- Must obtain and maintain the following EVT certifications within three years of hire or promotion into the Emergency Vehicle Technician classification:
    - F3 – Fire Pumps and Accessories
    - F5 – Aerial Fire Apparatus
    - F6 – Allison Automatic Transmissions

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.

- Must possess and maintain a Commercial Driver's License (CDL) for duration of employment.
- This position is 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.

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