City of Bellingham
Classification Specification - Civil Service

CLASS TITLE	**Fleet Technician V**
DEPARTMENT	**Public Works\Operations**
UNION:	**1937**
SG:	**114**
CS:	**Yes**
FLSA:	**Y**
EE04CODE:	**SC**

NATURE OF WORK:

Performs advanced multi-discipline, diagnostic, maintenance and repair of City of Bellingham Fleet vehicles and equipment. Responsible for applying extensive technical knowledge, skills and abilities to a broad variety of complex assignments and large projects. Assists Fleet Manager in coordinating the daily activities of assigned staff including planning and prioritizing work; serves as lead Fleet Technician providing work direction, guidance and training to lower classified Fleet Technicians and other staff assigned to the program area.

Works closely with management to improve efficiencies and customer service within the fleet technician work group. Attention and adherence to City policy, safety, protection of personnel and equipment is essential in performance of duties. Responds to emergency work as required.

DISTINGUISHING CHARACTERISTICS:

Fleet Technician V is distinguished from the Fleet Technician IV classification by the primary responsibility for planning and performing complex projects and mechanical tasks in addition to significant technical expertise and experience in heavy-duty, light-duty and specialized equipment maintenance, repair, service writing, training and quality assurance functions. The Fleet Technician V provides oversight and acts as a lead worker in planning, training and distributing work to lower classified staff. The individual at this level has a full working knowledge of City and Departmental policies and procedures as well as the ability to plan, organize, problem solve and provide leadership to the workgroup. The individual in this position identifies potential improvements within the division and makes recommendations to the Fleet Manager.

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

SUPERVISORY RELATIONSHIPS:

Reports to the Fleet Manager. Work is performed under general guidance and direction and according to City and Department policies and procedures. Serves as a lead worker; assigns work and provides work direction, guidance and training to lower classified staff. Works independently and as a team to complete assigned work.

ESSENTIAL FUNCTIONS:

1. Performs and leads lower classified staff in performing advanced preventative, corrective, rebuild, inspection, diagnostic, and special or large project maintenance assignments for the City of Bellingham Fleet vehicles and equipment including police, fire, emergency service vehicles, automobiles, trucks, utility equipment, park equipment, small motors and vehicles.

2. Serves as lead worker in organizing work, prioritizing tasks and assigning duties to other employees in the workgroup. Provides day-to-day direction and guidance to Fleet Technicians and other lower classified staff as assigned. Coordinates with Fleet Services Specialist in scheduling and assigning work.

3. Plans, schedules, and delivers training for lower classified Fleet Technicians in safe and efficient maintenance and repair tasks, parts procurement, customer service, administrative tasks, division and departmental policies and procedures and specialized skills as needed. Ensures work methods comply with recognized City, department and national standards.

4. Performs administrative tasks such as computerized data entry and analysis, work order and reporting functions to log, chart, plan and report complete and accurate records of work and time spent on repairs.

5. Assists the Fleet Manager with the scheduling, planning and administration of the fleet maintenance program and system using telematics and other available technology. Responsible for coordinating large projects and communicating with other departments, vendors and outside agencies to gather and deliver information regarding parts, equipment, mechanical needs and support services as necessary.

6. Coordinates and performs customer service tasks. Maintains regular contact with customer department personnel; identifies opportunities for improved services; promptly responds to telephone calls; completes notification forms.

7. Operates and oversees lower classified Fleet Technicians in use of mechanical tools, shop computers and other equipment such as: hoists, jacks, tire changers, power hand tools, diagnostic instruments and welding equipment. Ensures safe working practices and procedures are followed.

8. Performs all duties of Fleet Technician I, II, III, and Fleet Technician IV.

ADDITIONAL WORK PERFORMED:

1. May work weekend, holiday or emergency shifts.

2. Responds to after-hours callouts when required.

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, And Abilities):

Knowledge of:

- Thorough knowledge of City Asset Management System.
- Thorough knowledge of the principles of internal combustion engines, electronic systems and power systems.
- Thorough knowledge of the Public Works Fleet operations policies, procedures and guidelines.
- Thorough knowledge of safety practices in mechanic work.

Skill in:

- Excellent leadership, service writing, customer and administrative skills.
- Advanced mechanical aptitude and diagnostic ability.
- Strong mechanical skill in methods, materials, tools and standard trade practices of the automotive and heavy-duty repair industry.
- Excellent time management skills.

Ability to:

- Communicate effectively and establish effective working relations with a diverse group of people at all organizational levels and be an effective team member.
- Adapt and be flexible.
- Prepare technical materials and reports and analyze data.
- Effectively lead, delegate, and monitor work performance of other Fleet Technicians in the role of day-to-day direction, lead, or backup supervisor, and contribute to fleet administration leadership.
- Adhere to safe operation of all city fleet vehicles and equipment.
- Identify areas where training programs will enhance customer quality, expand services, or reduce costs, develop training plans, and serve as an effective instructor.
- Give, understand, and carry out oral and written instructions.
- Record and maintain accurate records using the MS office suite and other computer based applications.
- Maintain current knowledge of the technical standards and procedures and ability to 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.
- Disassemble, reassemble, and install major automotive and heavy-duty internal engine components.
- Repair, maintain and operate a variety of equipment maintained by Fleet Administration.
- Connect diagnostic equipment, interpret results and adjust or replace electronic components for gasoline, diesel engines and transmissions.
- 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;
- Independently lift and handle moderately heavy components and equipment weighing up to approximately 65 lbs.

WORKING ENVIRONMENT:

The Fleet Technician V 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 V performs a variety of work in limited spaces and awkward positions. A significant portion of the work may be performed within an office environment utilizing the MS office Suite and specialty software related to the Fleet Maintenance and Asset Management. 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, holidays, or emergency shifts.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High School Diploma or GED.
- Two years of experience as a Fleet Technician IV at the City of Bellingham, OR
- Ten years of progressively responsible experience and demonstrated skill 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 such as and eight 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 by the Fleet Technician IVand Fleet Technician I/II/III classifications, must obtain the following Automotive Service Excellence (ASE) certifications to be eligible for hire or promotion into the Fleet Technician IV classification:
  - ASE Master Certification Status to include the entire series of A1-A8 ***or*** T2-T8.

- Proficiency in Microsoft Office Suite.
- Demonstrated leadership and effective communication skills required.
- One year experience serving in a lead capacity strongly preferred.

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) and maintain for duration of employment.
- This position is subject to drug testing requirements of the Federal Department of Transportation.
- Must possess and maintain a valid first aid/CPR card throughout term of employment.
- Must be able to report for emergency call-out and serve on standby in accordance with bargaining unit agreement.

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