

**CITY OF BLACK HAWK
2016 Job Description**

JOB TITLE:	Fleet Technician I Maintenance	DEPARTMENT:	PW/Fleet
REPORTS TO:	Fleet Superintendent	EXEMPT:	No
HIRING RANGE: \$21.3906 - \$24.5991 / HR			

SUMMARY

Perform skilled work in the maintenance and repair of City vehicles, light and heavy equipment, emergency equipment and transit buses.

SUPERVISION RECEIVED AND EXERCISED

Direction provided by Fleet Superintendent, Fleet Technician II, and Public Works Director. No supervisory responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform preventative maintenance on vehicles and equipment, including tune-ups, oil and filter changes, cooling system checks, and lubrication.
- Services and rebuilds or replaces equipment parts such as generators, distributors, brakes, rotors, exhaust systems, seats, alternators, starters, front and rear differentials, ball joints, tie rod ends etc.
- Changing, rotating and repairing both light and heavy duty tires.
- Repair damage to vehicles, snowplows, sanders, light and heavy duty equipment.
- Fabricates parts and makes modification to existing equipment for adaptation to Department specific needs.
- Perform welding on steel, aluminum and stainless using arc, wire feed, tig and gas.
- Perform cutting on steel, aluminum and stainless using cutting torch and plasma arc.
- Perform soldering on copper and wiring.
- Minor body work, touches-up vehicle painting.
- Check and repair lights, ignition systems, electrical systems, hydraulic systems, fuel systems, starting and charging systems and suspension systems on vehicles and equipment.
- Bumper to bumper preventative maintenance inspections.
- Preventative maintenance, repair and inspections of transit busses.
- Read and understanding service manuals and schematics.
- Repair and maintenance of small, motorized equipment such as portable generators, snow blowers, sweeper brooms, chain saws, lawn mowers, weed trimmers both 2 and 4 cycle.
- Clean work area, the shop, tools, equipment, vehicles, and grounds.
- Provide emergency field assistance to disabled vehicles, busses and equipment.

- Test, diagnose, service and repair vehicles and equipment in most cost-effective manner as possible.
- Operation of automotive diagnostic and repair equipment.
- Use of shop safety equipment.
- On call duties required and occasional overtime required.
- Cleaning of all City vehicles and equipment including ambulance vehicles, shop and grounds.
- Other duties as assigned.

QUALIFICATIONS

Education and experience:

- Minimum of two years of experience in automotive or heavy equipment repair.
- High School diploma or GED.
- The ability to obtain CDL class B Driver's license with passenger endorsement within six months of hire.
- Minimum of one year training in either automotive or heavy equipment.

Knowledge of:

- Principles of operation of gasoline and diesel-powered vehicles and equipment.
- Techniques and procedures used in preventative maintenance, inspection, servicing and repair of gasoline and diesel-powered vehicles and equipment.
- Automotive and diesel nomenclature and terms.
- Familiarity with DOT requirements.
- City's safety and loss regulations regarding safe work practices in the shop and on emergency calls etc.
- Use and care of shop equipment, hand tools, power tools, etc.
- City personnel policies and Employee Manual.

Ability to:

- Regularly be on call in accordance with Department policies and schedules.
- Operate various types of equipment, such as backhoes, loaders, dump trucks, power and hand tools, plows, sanders, etc.
- Read and interpret maintenance and repair manuals.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Identify areas needing improvements.
- Work independently in the absence of supervision.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Work effectively with other staff, citizens, and the public.

- Respond in a timely manner to repair orders.
- To be flexible, prioritize work, address conflicting demands, and handle confidential information.
- Work for extended periods in all weather conditions.
- Use a personal computer for word processing, spreadsheets and email operations.
- Must be able to carry/lift at least 50lbs.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.