

**CITY OF BLACK HAWK  
2016 Job Description**

---

<b>JOB TITLE:</b>	<b>Fleet Technician II</b>	<b>DEPARTMENT:</b>	<b>PW/Fleet Maintenance</b>
<b>REPORTS TO:</b>	<b>Fleet Superintendent</b>	<b>EXEMPT:</b>	<b>No</b>
<b>HIRING RANGE: \$22.9421 - \$26.3834 / HR</b>			

---

**SUMMARY**

Skilled work in the maintenance and repair of City vehicles, light and heavy equipment, emergency equipment and transportation buses.

**SUPERVISION RECEIVED AND EXERCISED**

Direction provided by Fleet Superintendent and Public Works Director. Fills in as supervisor in the absence of the fleet superintendent.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES**

- Cleaning of city vehicles and equipment, bus, police, fire and ambulance vehicles.
- Perform preventative maintenance on vehicles and equipment, including tune-ups, oil and filter changes, cooling system checks, air conditioning systems and lubrication.
- Services and rebuilds or replaces both major and minor driveline equipment parts such as engines, generators, distributors, brakes, rotors, clutches, transmissions, fuel pumps, compressors, exhaust systems, seats, differentials, drivelines, gearboxes, alternators, starters, etc.
- Changing, rotating and repairing both light and heavy duty tires.
- Repair damage done to vehicles, snowplows, sanders, light and heavy duty equipment.
- Fabricates parts and makes modification to existing equipment for adaptation to department specific needs.
- Installing aftermarket equipment in emergency vehicles, including wiring and custom appurtenances.
- Minor body work, touch-up vehicle painting, graphics applications.
- Check and repair lights, ignition systems, hydraulic systems, and suspension systems on vehicles and equipment.
- Diagnoses problems in electrical, fuel, and hydraulic systems and in various mechanical components.
- Bumper to bumper preventative maintenance inspections and oil and lube changes.
- Preventative maintenance and repair of transit shuttle busses.
- Reading and understanding service manuals and schematics.
- Repair and maintenance of small, motorized equipment such as chain saws, lawn mowers, weed eaters 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 both electrical and gas welding equipment.
- Use of shop fabrication and safety equipment.

- Trains other employees and provides a high level of technical expertise.
- On call duty required and occasional overtime required.
- Other duties as assigned

## **QUALIFICATIONS**

### **Education and experience;**

- Minimum of five years of experience in automotive or heavy equipment repair with a minimum of five years of experience with the City of Black Hawk.
- High School diploma or GED.
- Class B CDL with P Endorsement and good driving record.
- Formal training in ether automotive or heavy equipment.
- Must have (ASE) Automotive Service Excellence Certification in at least five of the following
  - Electrical
  - Brakes
  - Suspension
  - HVAC
  - Engines, Diesel/Gas
  - Drive Train
  - Transmission
  - Preventive Maintenance
  - Hydraulic Systems
  - Welding
  - Fire 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.
- 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 procedures.
- Knowledge of team building methods and the ability to pass on the focus on teamwork in the performance of duties to subordinates.
- Ability to identify and implement risk management techniques to reduce exposure to injury, damage, and liability.

**Ability to:**

- Be on call in accordance with Department policies.
- 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.
- Use a personal computer for word processing, spreadsheets and email operations.
- 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.
- Supervise subordinate staff to effectively complete the work of the Division, in accordance with City policies and procedures.
- 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.