

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Fleet Technician I	DEPARTMENT:	PW/Fleet
REPORTS TO:	Fleet Supervisor/ Lead Fleet Technician	EXEMPT:	No
SALARY RANGE: \$29.1544 - \$40.8162 / HR			

SUMMARY

Entry-level work in the maintenance and repair of City equipment, including light, medium, and heavy-duty automobiles, trucks, and equipment. Work also includes maintenance and repair of emergency equipment, including fire, police, and ambulance, as well as transit buses and signage. Work includes service and repair of small-motorized equipment, including lawnmowers, chain saws, shop equipment, and other landscaping equipment.

SUPERVISION RECEIVED

Direction provided by Fleet Supervisor and Lead Fleet Technician.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform diagnostic and 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 modifications to existing equipment for adaptation to department-specific needs.
- Check and repair lights, ignition systems, electrical components, 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 buses, fire apparatus, ambulance, police, public works vehicles, and both light and heavy equipment.
- Reading and understanding service manuals and schematics.
- Repair and maintenance of small, motorized equipment such as chain saws, lawnmowers, weed eaters, both 2 and 4-cycle.
- 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.
- Ability to keep up with electronic and written work orders, inspection repairs and part order requests in a timely fashion.
- Repair and maintain ambulance and fire apparatus electrical, heating, air conditioning, and ventilation systems.
- Repair and maintain ambulance and fire apparatus cab, chassis, and power train.
- Operation of automotive diagnostic and repair equipment.
- Use of both electric and gas welding equipment. Use of shop fabrication and safety equipment.
- On-call duty required and occasional overtime required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Cleaning of city vehicles and equipment, bus, police, fire, and ambulance vehicles.
- Minor bodywork, touch-up vehicle painting, graphics applications.
- Clean work area, the shop, tools, equipment, and grounds.
- Other duties as assigned.

Knowledge of:

- Principles of operation of electrical, gasoline, and diesel-powered vehicles and equipment.
- Engine computer operation, diagnostics, and repair of gas and diesel light and heavy 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.

Ability to:

- Be on call in accordance with Department policies.
- Operate various types of equipment, such as backhoes, loaders, dump trucks, sweepers, fire trucks, buses, police vehicles, 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.

- Be flexible, prioritize work, address conflicting demands, and handle confidential information.
- Work for extended periods in all weather conditions. Test, diagnose, service, and repair vehicles and equipment in most cost-effective manner possible.
- Ability to identify and implement risk management techniques to reduce exposure to injury, damage, and liability.
- Must be able to lift/carry at least fifty (50) lbs.

QUALIFICATIONS

Education and experience;

- Prefer one year of experience in automotive or heavy equipment repair, preferably in a municipal setting.
- High School diploma or GED.
- Class R driver's license with a good driving record.
- Class B CDL with air brakes and P Endorsement within 12 months of hire.
- Formal training in either automotive or heavy equipment.

An equivalent combination of education, training, and relevant job experience may be substituted.

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 those authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Sign: _____ Date: _____