

CITY OF BLACK HAWK
2024 Job Description

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| JOB TITLE: | Fleet Technician II | DEPARTMENT: | PW/Fleet Maintenance |
| REPORTS TO: | Fleet Supervisor/ Lead Fleet Tech | EXEMPT: | No |
| SALARY RANGE: | \$30.6121 - \$42.8570 / HR | | |

SUMMARY

Skilled 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. Work includes service and repair of small-motorized equipment, including lawnmowers, chainsaws, and other landscaping equipment.

SUPERVISION RECEIVED AND EXERCISED

Direction provided by Fleet Supervisor and Lead Fleet Technician. May provide technical assistance and mentoring of the Fleet Tech I.

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, and 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, hydraulic systems, and suspension systems on vehicles and equipment.
- Diagnoses problems in electrical, fuel, pneumatic, and hydraulic systems and 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, and weed eaters, both 2 and 4 – cycles.

- Provide emergency field assistance to disabled City vehicles, busses, and equipment.
- Test, diagnose, service, and repair vehicles and equipment in the most cost-effective manner possible.
- 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.
- Cleaning of city vehicles and equipment, bus, police, fire, and ambulance vehicles.
- Installing aftermarket equipment in emergency vehicles, including wiring and custom appurtenances.
- Minor bodywork, touch-up vehicle painting, graphics applications.
- Clean work area, the shop, tools, equipment, vehicles, and grounds.
- Other duties as assigned

Knowledge of:

- Principles of operation of electrical, pneumatic, hydraulic brake systems, ABS systems, gasoline, and diesel-powered vehicles and equipment.
- Engine and transmission computer operation, diagnostics, and repair of gas and diesel light and heavy equipment.
- Welding equipment and techniques related to steel and aluminum.
- 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 improvement.
- Work independently in the absence of supervision.
- Show initiative and personal drive.

- 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.
- Identify and implement risk management techniques to reduce exposure to injury, damage, and liability.
- Carry/lift at least fifty (50) lbs.
- Sit, stand, walk, reach with hands and arms, stoop and kneel
- Specific vision abilities required by this position include close distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

QUALIFICATIONS

Education and experience;

- Minimum of seven (7) years of experience in automotive or heavy equipment repair, preferably in a municipal setting
- High School diploma or GED.
- Class B CDL with air brakes and P Endorsement and good driving record.
- Formal training in either automotive or heavy equipment.
- Must have current ASE Ambulance Technician Level I EVT certification or ability to acquire within 24 months of hire.

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

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: