

**CITY OF BLACK HAWK**  
**2024 Job Description**

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<b>JOB TITLE:</b>	<b>Lead Fleet Technician</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Fleet Supervisor</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE: \$32.1427 - \$44.9998 / HR</b>			

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**SUMMARY**

This is a working lead position. Highly skilled work in the maintenance and repair of City equipment including light, medium, and heavy-duty automobiles, trucks and equipment. Work also includes emergency equipment including Fire apparatus, police vehicles, ambulances, and transit buses. Work includes service and repair of small motorized equipment including lawn mowers, chain saws, and other landscaping equipment.

**SUPERVISION RECEIVED AND EXERCISED**

Direction provided by Fleet Supervisor. Position fills in as the supervisor in the absence of the Fleet Supervisor. Position provides technical supervision, mentoring, and training of Fleet Tech I and II.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists with planning and scheduling of maintenance and repair activities and assignments.
- Assists the Fleet Supervisor with coordinating outside vendors.
- Expedites and procures parts from outside vendors.
- Cleaning of city vehicles and equipment, bus, police, fire, and ambulance vehicles.
- 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, 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.
- Installing aftermarket equipment in emergency vehicles, including wiring and custom appurtenances.
- Minor body work, touch-up vehicle painting, and graphics applications.
- 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 busses, fire apparatus, ambulance, police, public works vehicles, and light and heavy equipment.
- 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 City disabled vehicles, busses, and equipment.
- Test, diagnose, service and repair vehicles and equipment in most cost-effective manner possible.
- Provide inspection and certifications as required for DOT regulated vehicles.
- Provide yearly inspection and testing for recertification of ambulance and fire apparatus
- Design and specify performance standards for replacement police, ambulance, and fire apparatus.
- 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.
- Police vehicle and equipment purchase, design, and installation.
- 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

**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.
- Familiarity with NFPA Standards.
- 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.
- Team building methods and the ability to focus on teamwork in the performance of duties.

**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.
- Supervise subordinate staff to effectively complete the work of the Division, in accordance with City policies and procedures.
- Ability to identify and implement risk management techniques to reduce exposure to injury, damage, and liability.
- Must be able to lift/carry at least 50lbs.
- Must be able to sit, stand, walk, reach with hands and arms, stoop and kneel.
- Specific vision abilities required by this position includes close distance, color and peripheral vision as well as depth perception and the ability to adjust focus.

**QUALIFICATIONS****Education and experience;**

- Minimum of ten 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 service.
- Must have current ASE Fire Apparatus Tech Level I EVT certification.
- Must have current ASE Law Enforcement Vehicle Installation Technician EVT certification.
- Must have current ASE Ambulance Technician Level I EVT certification.

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:** \_\_\_\_\_