



JOB SPECIFICATION
FLEET MAINTENANCE TECHNICIAN

Code 18120
Grade GS 50

General Purpose

Under general supervision, perform and undertake a variety of broad to specific fleet repair, maintenance and upkeep of work assignments.

Typical Duties:

Repair, recondition and maintain a variety of trucks, automobiles, buses and other City vehicles and equipment with gasoline, diesel or alternative fueled internal combustion engines. Involves: Assess, diagnosis, analyze, recommend and undertake overhaul repair, maintenance and upkeep tasks required based on work orders received. Identify parts, supplies and materials needed. Remove, inspect, install, and replace a variety of parts and items. Test and validate repairs and maintenance work. Perform regularly scheduled, emergency repair and/or preventative maintenance work. Determine compliance with established repair, maintenance and upkeep standards, operations and expectations. Update and maintain files, records, logs and reports. Interact with officials, contractors, employees, other departments or the general public to provide accurate information to inquiries, resolve problems and respond to inquiries.

Perform related duties as required. Involves: Perform duties of immediate supervisor or coworkers as necessary to ensure continuity of operations during absences. Maintain cleanliness of work area and tools.



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Knowledge, Skills, and Abilities

- Application of good knowledge of relevant policies and procedures related to safety including occupational hazards and safety precautions.
- Application of good knowledge of operational requirements and safety practices associated with the tools and equipment of the trade.
- Interpret and analyze technical data and information for decision-making and work purposes that may include the need to take action in stressful situations.
- Establish and maintain effective working relationships with officials, employees, other departments and the public.
- Safely operate City vehicles, equipment and tools.
- Express oneself clearly and concisely, orally and in writing.

Other Job Characteristics

- Potential exposure to extreme weather conditions, hazards of working around moving equipment, and physical harm from dangerous chemicals or infectious diseases.
- Subject to call during off working hours.
- Lift and carry heavy or bulky items, materials and supplies weighing up to 50 pounds.

Minimum Qualifications

Education and Experience: High School Diploma or General Education Development equivalent, and two (2) years of journey level automotive or diesel mechanic experience.

Licenses and Certificates:

- Some positions may be required to obtain and maintain Automotive Service Excellence (ASE) Certification within six (6) of appointment.
- Texas Class "C" Driver's License or equivalent from another state.
- Some positions may require a Texas Class "B" Commercial Driver's License (CDL) or equivalent from another state.
- Some positions may require Environmental Protection Agency certification for refrigerant recycling and recovery within six (6) months of appointment.

Special Requirements:

- Incumbents of positions requiring a CDL or of a safety sensitive nature are subject to drug and alcohol testing, and may be required to pass physical qualification examinations in accordance with federal regulations.
- Some positions must pass a criminal background check and obtain and maintain federally mandated security clearance for working at an airport.