



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Fleet Services Technician	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Fleet	<b>GRADE:</b>	T2
<b>REPORTS TO:</b>	Fleet Services Supervisor	<b>DATE:</b>	6/10/2019

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### **SUMMARY OF JOB PURPOSE:**

Responsible for journey level work in the maintenance and repair of vehicles and equipment used in County operations.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Creates work orders and schedules maintenance and repair of equipment with the various user departments; completes computer-based repair orders, reviews repair orders to ensure accuracy and completeness, and evaluates the work upon completion; maintains communications with clients on repair status.
- Performs diagnostics, preventative maintenance, and repairs on a wide variety of County vehicles and equipment to include tune-ups, overhauling engines, transmissions, differentials, clutches, brakes, drive trains, generators, computer controlled fuel injection and emission related equipment, carburetors, air conditioning, electrical, cooling, suspension, pumps, hydraulic systems, and steering.
- Performs fabrication, welding, and modification of parts for installation of specialized equipment.
- Examines and fuels generators for water and waste water (utilities) operations.
- Operates automotive and general shop equipment to include lathes, gas and arc welding equipment, engine analyzers, tire equipment, scanners, and computers; complies with and helps enforce shop safety rules.
- Orders and procures parts for equipment; inspects parts for accuracy and condition; ensures that all invoices are current and that they are properly processed for payment; assists in the maintenance and security of parts storage facilities.
- Operates equipment and drives County vehicles, trucks and equipment as required; tests and/or regularly operates vehicles and equipment; transports vehicles.
- Assists with the collection and inspection of fire extinguishers.
- Perform inspections and repairs in the field.
- Ensures that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition.
- Maintains records of work performed and materials used.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## FLEET SERVICES TECHNICIAN

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

High School diploma/GED; AND successful completion of an accredited program in vehicle repair and maintenance; AND two (2) years of experience in the repair of vehicles and heavy equipment; OR an equivalent combination of education, training and experience.

### Required Knowledge and Skills

Knowledge of:

- Methods, techniques, parts, tools and materials used in the maintenance and repair of gasoline- and diesel-powered automobiles, trucks and construction equipment.
- Operation and maintenance of a wide variety of hand, power and shop tools and equipment common to the field.
- Safe work methods and safety regulations pertaining to the work.
- Shop mathematics.
- Record keeping practices.
- Computer applications related to the work.
- Job estimation principles and practices.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Servicing and performing preventive maintenance and repair for a variety of fleet vehicles and construction equipment.
- Diagnosing and repairing a wide variety of vehicles and equipment.
- Operating and maintaining a variety of hand, power and shop tools and equipment used in the work.
- Using hand and power tools skillfully and safely.
- Preparing records and reports of work performed.
- Reading and interpreting manuals, specifications and drawings.
- Understanding and following oral and written directions.
- Estimating necessary materials and equipment to complete assignments.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.



## FLEET SERVICES TECHNICIAN

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon the following required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Class C Driver's License.
- OSHA 30 certification.
- Flagging certification.
- Two (2) ASE certifications in automotive, light or heavy truck repair.

\*Nevada Class A Driver's License preferred.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to frequent travel, extreme weather conditions, noise, electrical shocks, hazardous chemicals, electrical currents, gases, dust and noxious odors.