

FLEET MAINTENANCE TECHNICIAN

Definition:

Under general supervision, assists in the control, operation and maintenance of the fleet program; maintains the fleet parts and materials inventory/warehouse; provides office support for the equipment maintenance staff and performs related work as required.

Essential Duties and Responsibilities:

The essential duties and responsibilities of the class include the following:

Maintains the fleet parts and materials data base, the Department of Motor Vehicles registration data base for fleet vehicles, supplier/vendor data and other data relative to fleet support.

Monitors and maintains levels of parts, materials and supplies and performs periodic physical inventories.

Orders/reorders parts, materials and supplies and trouble-shoots and resolves order problems.

Checks incoming shipments and initiates the return of items as needed and routes invoices and purchase requisitions for payment.

Issues parts and supplies to mechanics and initiates, prepares and checks work orders.

Performs visual inspections of underground storage tanks (UST) and reviews the UST system's testing, inspection and maintenance records in accordance with California Code of Regulations.

Operates a personal computer and **uses applicable software**~~standard office machines~~.

Monitors fuel levels at various City fueling sites, records fuel usage and orders fuel.

Monitors and evaluates the use of automotive chemicals to ensure compliance with applicable laws.

Prepares and maintains a variety of fleet support related reports to include costs of operation of various functions, accident/damage reports and motor ~~car-pool~~**carpool** reports.

Writes specifications for the purchase of vehicles and equipment and drafts maintenance service and repair contracts.

Performs research to identify and procure unique or rare parts and identifies alternate parts/solutions as needed.

Evaluates bids, makes purchase recommendations and contacts suppliers/vendors by telephone or in writing.

Trains and provides direction for the Equipment Service Workers.

Maintains ~~time-cards~~ **timecards** of staff performing fleet maintenance work and prepares reports on job time discrepancies.

Assists mechanics in diagnosing technical/faulty parts problems.

Lifts and/or moves equipment components and operates a variety of hand power equipment.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other tasks/projects as assigned.

Acts in a lead capacity as needed.

Class Characteristics:

The Fleet Maintenance Technician is a single incumbent class within in the **Public Works**~~Maintenance—Services~~ Department and is responsible for a wide variety of fleet maintenance support functions to include the fleet parts and supply perpetual inventory.

Contacts and Relationships:

The Fleet Maintenance Technician establishes and maintains contact with suppliers/vendors, fleet maintenance staff and other City staff involved with fleet vehicles and related purchase orders.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

English usage, spelling, grammar and punctuation.

General office practices and procedures.

Basic math.

Methods of record keeping and filing.

Inventory control and warehouse procedures.

Gasoline/diesel powered equipment and hydraulic/pneumatic equipment.

Safety precautions and practices necessary when working around power driven and garage equipment.

Small equipment to include chain saws, mowers and hand tools.

Computer applications as they related to areas assigned.

Ability to:

Read and understand equipment manuals, parts catalogs and automotive and power tool ~~blue-prints~~blueprints.

Order parts and materials from specifications.

Operate a personal computer and use applicable software.

Operate a ~~fork lift~~forklift.

Perform clerical work of average difficulty.

Work independently in the absence of supervision

Understand and follow oral and written directions independently.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance.

Establish and maintain effective relationships with those contacted in the course of work.

Make accurate mathematical calculations.

Use a personal computer and applicable software.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

~~A typical way to obtain the knowledge and abilities is as follows:~~

Education:

Graduation from high school supplemented by courses/training in warehousing or inventory procedures.

—AND

Fleet Maintenance Technician

Experience:

Three years of experience in a fleet maintenance or related position to include some inventory or warehouse responsibility.

Physical tasks and working conditions:

~~Work is performed in an office environment and in an open automotive shop environment. In the office, work requires sitting for periods of time and using a computer keyboard and screen. In the automotive shop, the incumbent may stand and walk on uneven and slippery surfaces and may be exposed to damp conditions, noise, fumes, grease and oil, solvents and chemicals, dust, electrical and mechanical hazards, vehicular traffic, smoke, vibration and noise. The incumbent drives a vehicle on City business, kneels, crouches, twists, climbs ladders and inclines, reaches, bends, pushes, pulls, grasps and lifts items weighing up to 50 pounds. The Fleet Maintenance Technician must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.~~

Special Requirements:

Valid and appropriate California driver's license and acceptable driving record at time of appointment and throughout employment in this position. **Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.**

Possession of a valid California Underground Storage Tank (UST) System Operator Certificate issued by the International Code Council (ICC) or an agency acceptable to the City of Fullerton prior of the completion of the probationary period and throughout appoint to Fleet Maintenance Technician.

Must be able to work a flexible schedule to accommodate City needs.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

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Fair Labor Standards Act Designation: Non-exempt.

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Established February 1999