



Effective: 05 Nov 2020  
City of Sweet Home  
Fleet Service Technician Job Description  
FLSA Non-Exempt

AFSCME: See 2A 18 January 2021  
City Manager: Roy Tong 05 Nov 2020

## **FLEET SERVICE TECHNICIAN (MECHANIC)**

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

### **A. SUMMARY:**

Fleet Service Technicians perform specialized testing, diagnosis, repair, modification, and routine preventative maintenance of City-owned vehicles and equipment which includes automobiles, trucks, construction equipment, emergency vehicles, motorcycles, and other small equipment. Employees in this class may assist with complex repairs to fleet vehicles and equipment.

### **B. SUPERVISION RECEIVED AND EXERCISED:**

Work is performed under the direction of the Maintenance Supervisor, or his/her designee; who reviews work on the basis of results obtained. May substitute as a crew leader at management's discretion.

### **C. EXAMPLES OF DUTIES:**

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Diagnoses mechanical, electrical, and hydraulic problems in vehicles and equipment in order to identify and perform necessary repairs.
2. Performs general repair on heavy, medium and light duty motor vehicles and equipment, including fire equipment, and equipment with diesel, gasoline, water and air-cooled engines.
3. Reviews logbook or service request form and verifies and signs off work documented in logbook or service request form as completed, deferred, or temporary service.
4. Performs adjustments and repairs to brakes, transmissions, ignition and lighting systems, cooling and heating systems and other vehicle and equipment systems.
5. May perform structural repair and fabrication employing a variety of welding techniques.
6. Performs emergency mechanical repairs in shop or in the field and troubleshoots malfunctions needing immediate repair.

7. Provides assistance and information to co-workers regarding specialized work such as testing and repairing computerized electronic controls in automobiles.
8. Inspects, repairs, or replaces parts, and performs adjustments to keep equipment in good working condition.
9. Enters and maintains electronic records of repair and servicing of vehicles and equipment.
10. Performs scheduled preventative maintenance of light or heavy-duty vehicles and equipment by inspecting brakes, engines, transmissions, hydraulics, electrical, cooling and exhaust systems.
11. Inspects and makes minor repairs to vehicles and equipment such as electrical lighting repair and replacement, wiper repair and replacement, and other adjustments to components.
12. Notifies Supervisor of vehicle problems which require major repairs to the mechanical, electrical, electronic, hydraulic systems, or lighting system.
13. Secure, clean, repair, and service shop facility, equipment, and tools.
14. Follow all safety practices and procedures.
15. Actively supports and respects diversity in the workplace.
16. May perform duties described in entry classification.
17. May perform other Fleet related duties as assigned.
18. Attends professional development workshops and conferences to keep abreast of trends and developments in the field.
19. Represents the City of Sweet Home by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
20. Serves as a member of various City committees or work groups as assigned.
21. Must have understanding of each crew's functions.
22. Assists other staff in the performance of their duties as assigned.
23. Maintains regular job attendance and adherence to working hours.
24. Operates a motor vehicle safely and legally.
25. Performs other duties as assigned by supervisor.

#### **D. WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
2. Work is performed mostly in a shop setting. Some outdoor work is required. Hand-eye coordination is necessary to operate computers and various pieces of equipment.
3. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and, the ability to adjust focus.
4. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; and telephones.
5. In the performance of the job duties, the employee will occasionally work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

## **E. ADDITIONAL POSITION REQUIREMENTS:**

### **Ability To**

1. Communicate effectively orally and in writing with architects, contractors, developers, property owners, supervisors, employees, and the general public; and establish effective working relationships.
2. Effectively present information in one-on-one and small group situations to customer, clients, and other employees of the organization.
3. Interact with agitated community members in a productive, objective and equitable manner.
4. Apply common sense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
5. Communicate effectively and professionally with diverse audiences, including the public, the City Council, and City staff at all levels.
6. Form efficient and effective working relationships with other employees and the public.
7. Work in a busy environment with multiple activities and customers.
8. Accommodate a work schedule that may require work on weekends.
9. Be at work on time. Be available for work. Give a full day's work.
10. Respond in a positive manner to directions.
11. Learn present jobs as well as new jobs within the scope of the position. Adjust to change.
12. Get along with others.
13. Learn, know, and follows the rules, policies, practices and procedures of the department.
14. Be physically and mentally fit for work.
15. Enter and retrieve information using fleet management system; perform basic searches using computer workstation and to use parts, labor, and equipment inventory application.
16. Work independently in a crew environment and exercise independent judgment.
17. Diagnose mechanical problems and determine repairs needed.
18. Complete quality services and repairs to meet or exceed industry or internal standard repair times with emphasis on no comebacks.
19. Prioritize and organize assigned work tasks.
20. Respectfully work well with all co-workers.
21. Follow shop safety practices and procedures to include wearing personal protective equipment as required.
22. Be available and respond for emergency call-back, as necessary.
23. Support and provide input to improve and achieve department's vision, mission, and goals.
24. Follow all city and department policies, procedures, and practices.
25. Operate specialized equipment and vehicles to diagnosis needed repairs.
26. Research standard repair or service times using industry software.

### **Ability To**

1. Repair mechanical, electrical, and hydraulic systems of vehicles and equipment to industry or internal standards.
2. Operate equipment and tools used in testing, repair, and making structural changes to vehicles and heavy equipment.
3. Use electronic diagnostic equipment and software.

4. Fabricate and weld, depending on area of assignment.
5. Use fleet management system database and industry software such as Mitchell on Demand.
6. Meet or exceed industry standard repair times or internal repair standards.

**Required Knowledge and Skills**

Three (3) years' experience in vehicle and/or equipment preventative maintenance and repair. Prefer experience repairing and maintaining vehicles, light trucks, heavy trucks, heavy equipment, and public safety vehicles and equipment with strong electrical and computer diagnosis skills. Municipal fleet experience is desirable.

**License and Certificate**

Oregon Driver's License with good driving record required for use of City vehicle.

ASE Master Certification in Automotive or Heavy Truck Series desired. Must obtain at least four (4) ASE certifications within 12 months of employment.

**Experience and Education**

High school diploma or general education degree (GED) or higher; three (3) years of related work experience; or any equivalent combination of education, experience, and training which demonstrates the required knowledge, skills, and abilities.