



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Fleet Technician Apprentice	LAST UPDATED:	12/08/2014
DEPARTMENT:	Administrative Services	JOB CLASS:	25
REPORTS TO:	Fleet Services Manager	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Fleet Services Manager or his designee, the Fleet Technician Apprentice will assist Fleet Technicians with routine preventative maintenance and repairs to City fleet vehicles. Participates in for “on-the-job” training tasks, projects and off-site training in order to work towards becoming a full-skilled Fleet Technician.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Assists with routine preventative maintenance and repairs to City fleet vehicles and heavy equipment including oil changes, tire rotation or replacement and inspects batteries, brakes, fluid levels and filters.
- Completes on-the-job training projects and tasks to work towards becoming a fully-skilled Fleet Technician.
- Makes deliveries and runs errands for Fleet Services when necessary.
- Installs and rotate new tires; repairs flat tires in the shop and in the field.
- Assists with emergency construction site or roadside/field service repairs.
- Maintains shop area, tools, and equipment in an orderly and safe manner.
- Maintains inventory of parts, supplies, tools and equipment as directed.
- Disposes or recycles used oils, hazardous materials, and chemicals according to established occupational and environmental regulations and practices.

Other Important Duties:

- Transports broken or malfunctioning equipment and vehicles to shop.
- Pickups and deliver vehicles from various internal departments for scheduled repairs.
- Performs other related duties as assigned.
- Regular and consistent attendance and punctuality for the assigned work hours is essential.

Required Knowledge and Skills:

- Basic knowledge of accepted automotive maintenance and repair procedures.
- Basic knowledge of disposal and recycling techniques and procedures for hazardous materials, used oils and other chemicals.
- Basic knowledge of computers.
- Knowledge of City policies and procedures.
- Basic skills in effective oral and written communications.
- Basic skills in reading and comprehending repair and parts manuals.
- Basic skills in troubleshooting and diagnosing repairs.
- Basic skills in providing and utilizing on the job technical and safety training.
- Basic skills in preparing and completing work orders and related reports.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., **and** two (2) years vehicle or heavy equipment mechanical repair experience; **or** equivalent combination of education and experience.
- Must obtain a State Vehicle Inspection certification within 90 days of employment.
- Must obtain a Class B CDL during the first six months of employment.
- Must pass a pre-employment drug screen, physical agility, criminal background and MVR check.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an automotive repair shop and on construction sites.
- May be subject to bending, reaching, kneeling and lifting such as retrieving and replacing materials, supplies, and inventory, or when performing preventative maintenance and repair of vehicles and heavy equipment.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes common to automotive repair shops.
- Must be able to lift up to 85 pounds.

Equipment and Tools Utilized:

- Equipment that may be utilized includes personal computer, copier, calculator, fax machine, two-way radio, cellular telephone, general mechanic hand tools, automotive diagnostic equipment, automotive equipment relating to a/c, coolant, and transmissions, vehicle lifts, and City fleet vehicles and equipment.

Approved By:

Signed by David McBurnett, Fleet Services Manager
David McBurnett, Fleet Services Manager

12/19/2014
Date


Shannon Allyn, Human Resources Generalist

12/19/2014
Date