



**City of Tigard
Central Services Department**

**Fleet Maintenance Technician
Job Description**

DEFINITION

Under general supervision, performs a wide variety of basic maintenance and repair of city vehicles and equipment; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Employees in this classification receive general supervision and/or technical and functional direction from the Fleet and Facilities Supervisor. This classification does not exercise technical or functional direction over staff. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The supervisor reviews the work at various stages of its progress or at completion for accuracy, adequacy, and adherence to instructions and/or established procedures.

CLASSIFICATION CHARACTERISTICS

This is a journey-level position responsible for the maintenance duties of all city vehicles and equipment. This position ensures vehicles and equipment are maintained in a safe and effective working condition to provide the highest level of safety for city use. Incumbents work independently and exercise judgment and initiative. This classification is distinguished from the Mechanic classification in that the latter is a senior level position responsible for the full range and more complex services performed on city vehicles and equipment. This class is further distinguished from the Fleet and Facilities Supervisor in that the latter has full management and supervisory authority for planning, organizing, and directing the full scope of operations within Fleet Maintenance.

ESSENTIAL JOB FUNCTIONS

- Performs basic repair and preventative maintenance on city vehicles and equipment including lubrication and oil changes, changes and repairs tires; installs and services batteries, ensures appropriate fluid levels, spark plugs, light bulbs, fan belts and other basic vehicle parts; makes recommendations to supervisor regarding outsourcing repairs vs. performing repairs in-house.
- Inspects, adjusts, and replaces necessary units and related parts including valves, hoses and belts.
- Inspects city vehicles and related equipment to locate and determine the extent of the necessary repairs.
- Researches repair and parts costs and recommends replacement versus repair to supervisor to ensure the best value is achieved.
- Coordinates with vendors for repair and maintenance and schedule with customers.
- Prioritizes vehicle repairs within guidance set by supervisor.
- Performs safety inspections on vehicles and equipment; performs routine repair work and reports safety and other priority repair work to supervisor.
- Inspects and/or repairs or replaces electrical components including gauges, sending units, lights, batteries, and charging systems.

- Performs basic auto electrical work including but not limited to: battery, wiring, charging and lighting issues.
- Picks up and delivers vehicles with GVWR under 10,000 lbs. to outside garages; picks up parts; road tests vehicles to ensure proper operation; drives vehicles and equipment as necessary.
- Washes and steam cleans vehicles and equipment; repairs and paints equipment as needed.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the maintenance and basic repair of city vehicles and equipment.
- Participates in cleaning hazardous materials spills as required.
- Maintains accurate computerized logs and records of maintenance and repair work performed and materials and equipment used; prepares reports as required.
- Responds to after-hours emergencies.
- *Performs other duties as assigned.*

Job and Conduct Requirements:

- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Performs quality work within deadlines with or without direct supervision.
- Works independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintains regular job attendance and adherence to working hours, consistent with applicable policies.
- Complies with applicable city, state, local, and federal laws, rules, and regulations; Follows and maintains knowledge of all City policies and procedures.
- Observes safe work methods; reports safety, sanitary, and fire hazards immediately to supervisor and follows prescribed policies for safety.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Participates effectively at regular team meetings using appropriate interpersonal skills and problem-solving skills and conflict resolution strategies.
- Maintains appropriate certifications and training, as required.
- Interacts thoughtfully and courteously with staff and community; Acts and resolves conflict in a professional manner.
- Works effectively as a team contributor on all assignments.

JOB QUALIFICATIONS

Knowledge of:

- Intermediate level of troubleshooting and repair principles and practices.
- Police-specific systems including GTEC components, Arch Angel, Arbitrator, Zebra printers and CenCon; police interceptor vehicles and related programming
- Practices, methods, materials, tools, and equipment used in the servicing and preventive maintenance of vehicles and equipment.

- The operation and maintenance of a variety of hand, power, and mechanical tools and equipment.
- Small engine repair including landscaping equipment.
- Applicable federal, state, and local laws, codes, and regulations.
- Basic arithmetic related to vehicle maintenance.
- Safe work methods and safety practices pertaining to the work.
- Hazardous spill clean-up, including the handling of hazardous chemicals and other materials.
- Safe driving rules and practices.
- Recordkeeping principles and procedures.
- Computer applications related to the work.
- Techniques for providing a high level of customer service to the public and city staff, in person and over the telephone.

Skill in:

- Diagnosing and repairing a variety of basic mechanical and electrical problems of vehicles and equipment.
- Service and performance of preventative maintenance and repair on a variety of automobiles, trucks, and equipment.
- Read and interpret instruction manuals and diagrams.
- Use of personal computers, various related software programs, and standard office equipment to produce documents and files, e-mail, use internet software and computer programs used by the City including MS Office Word, Excel, and PowerPoint.
- Oral and written communication skills to understand written information (including instructions, descriptions, and ideas), and to express such information verbally and in writing so that others will understand and, at times, be convinced or persuaded.
- Active listening skills and interpersonal skills.
- Conflict resolution skills.
- Organizational and time management skills to organize own work, set priorities, and meet critical time deadlines.

Ability to:

- Operate, maintain, and calibrate a variety of hand, power, and shop tools related to the trade.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Accurately estimate time, materials and supplies necessary to complete repairs.
- Operate motor vehicles and equipment safely.

- Prepare clear and effective written materials including reports, correspondence, and other written material; ability to write in a creative, descriptive, technical, and/or factual manner to intended audiences.
- Understand, interpret, and respond to internal and external customer needs and expectations.
- Understand the organization and operation of the assigned department, program, and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, and explain Federal, State, and local laws, codes, regulations, and departmental policies and procedures.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Remain open to and consider others' ideas and contribute to building a positive team spirit.
- Identify and appropriately address safety and security threats.

MINIMUM QUALIFICATIONS

Minimum Education/Experience Requirements:

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

- Equivalent to the completion of the twelfth (12th) grade, and
- One (1) year of responsible experience performing basic repair and maintenance on automobiles, trucks or power driven equipment.

License and Certification Requirements:

- Possession of a valid driver's license with a clean/satisfactory DMV driving record report.

Preferred Qualifications:

- Obtain Underground Storage Tank Certification.
- Obtain All-terrain Vehicle License within 6 months of hire.

WORKING CONDITIONS

Work Environment:

The duties for this position will be performed in a variety of locations with varying hazards. Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. The hours for this position may vary, but include some work during nights, holidays, and weekends based on operational needs.

Physical Demand/Manual Dexterity:

Must possess mobility to work in and around city vehicles and equipment; to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined vehicle and equipment spaces and around machines and to operate varied hand, power, and mechanical tools and equipment; vision to read printed materials, instruction manuals, and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is

needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Management is receptive to receiving requests from employees for accommodations related to disability, will engage in the interactive process with employees who make such requests and, where accommodation is needed and reasonable, is committed to providing accommodation, unless doing so would impose an undue hardship on the operation of the business.