

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

FLEET VEHICLE TECHNICIAN I / II / III / IV / V

Department: Fleet Management
Pay Grade: 207 / 209 / 210 / 212 / 213
FLSA Status: Non-Exempt
Job Class: 7040
Risk Code: 8380

JOB SUMMARY

Responsible for performing and assisting in the maintenance and repair of County vehicles and equipment, including fire apparatuses.

ESSENTIAL JOB FUNCTIONS

- Performs preventive maintenance services on County vehicles and heavy equipment. Services include lubrication, oil changes, and filter replacements.
- Diagnoses, maintains, and repairs electrical systems, including but not limited to emergency lighting packages, multiplex systems, load managers, and communications equipment.
- Installs and maintains communication systems, including radios, vehicle locator systems, GPS systems, intercoms, cellular phones, loud hailers, antennas, and wiring.
- Diagnoses, maintains, and repairs braking systems including pneumatic and hydraulic components and ABS systems.
- Diagnoses, maintains, and repairs suspension systems, air ride suspension, automatic pressure regulating systems, rack and pinion systems, heavy duty apparatus suspension, and steering systems.
- Fabricates and welds parts and/or tools as needed.
- Tests, inspects, and maintains fire pumps in accordance with prescribed fire protection standards and industry regulations.
- Diagnoses and repairs mechanical problems on various types of county vehicles and heavy equipment. Makes major and minor automotive, equipment and fire/rescue apparatus repairs including changing fan belts, radiator hoses, and sparkplugs.
- Makes minor metalworking repairs: including measuring, cutting, welding and light metal fabrication. Uses power tools including saws, drills, air powered tools, welding equipment and torches.
- Repairs and/or replaces tires which involve the use of air ratchets, tire changing, and balancing machines.

- Diagnoses and repairs various HVAC systems in a variety of vehicles and equipment. Utilizes A/C recovery-recharging systems.
- Performs pre-maintenance and post-maintenance inspections of repaired or serviced equipment including test driving.
- Performs duties as On Call Fleet Mechanic. Works independently and responds to emergency and after-hours calls including nights, weekends, and holidays.
- Moves parts, metals, or various supplies to and from storage areas. Keeps area clean by sweeping and removing trash, including carrying used parts to the recycling bin.
- Periodically assigned to other work areas to assist technicians with work orders.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position occasionally functions as a lead worker for a small group of employees (1 or 2) in the absence of a designated lead position. May review the work of others. Provides guidance, advice, and assistance to others on work assignments.

QUALIFICATIONS

	Technician I	Technician II	Technician III	Technician IV	Technician V
HS diploma/GED	Required	Required	Required	Required	Required
	Any 3 of the following:	Any 5 of the following:	Any 6 of the following:		
Base Required ASE Course(s) and Certifications:	<p>AUTO: A-1 Auto, Engine Repair A-2 Automatic Transmission/Transaxle A-3 Manual Drive Train and Axle A-4 Susp. & Steering A-5 Auto Brakes A-6 Elect Systems A-7 Heat & A/C A-8 Auto, Engine Performance A-9 Light Vehicle Diesel Engines</p> <p>TRUCK: T-1 Truck, Gasoline Engines T-2, Truck Diesel engine T-3 Drive Train T-4 Truck Brakes T-5 Truck, Suspension & Steering T-6 Truck, Elec Systems T-7 Truck, HVAC T-8 Preventative Maintenance and Inspection</p>	<p>AUTO: A-1 Auto, Engine Repair A-2 Automatic Transmission/Transaxle A-3 Manual Drive Train and Axle A-4 Susp. & Steering A-5 Auto Brakes A-6 Elect Systems A-7 Heat & A/C A-8 Auto, Engine Performance A-9 Light Vehicle Diesel Engines</p> <p>TRUCK: T-1 Truck, Gasoline Engines T-2, Truck Diesel engine T-3 Drive Train T-4 Truck Brakes T-5 Truck, Suspension & Steering T-6 Truck, Elec Systems T-7 Truck, HVAC T-8 Preventative Maintenance and Inspection</p>	<p>AUTO: A-1 Auto, Engine Repair A-2 Automatic Transmission/Transaxle A-3 Manual Drive Train and Axle A-4 Susp. & Steering A-5 Auto Brakes A-6 Elect Systems A-7 Heat & A/C A-8 Auto, Engine Performance A-9 Light Vehicle Diesel Engines</p> <p>TRUCK: T-1 Truck, Gasoline Engines T-2, Truck Diesel engine T-3 Drive Train T-4 Truck Brakes T-5 Truck, Suspension & Steering T-6 Truck, Elec Systems T-7 Truck, HVAC T-8 Preventative Maintenance and Inspection</p>	Master ASE Certification Auto or Truck	Master ASE Certification Auto or Truck
Required Within 180 days ***	A-5 Auto Brakes T-4 Truck Brakes F-1 Inspect Maint & Testing CDL (A or B)	A-5 Auto Brakes T-4 Truck Brakes F-1 Inspect Maint & Testing CDL (A or B)	A-5 Auto Brakes T-4 Truck Brakes F-1 Inspect Maint & Testing CDL (A or B)	A-5 Auto Brakes T-4 Truck Brakes F-1 Inspect Maint & Testing CDL (A or B)	A-5 Auto Brakes T-4 Truck Brakes F-1 Inspect Maint & Testing CDL (A or B)
Total Required Certifications	3	5	6	8	12
Experience	1 year	2 years	3 years	5 years	10 + years
Additional EVT Course(s) and Certifications:	F-2 Design & Perf. F-3 Fire Pumps F-7 Foam Systems F-4 Fire Apparatus Electrical Systems	F-2 Design & Perf. F-3 Fire Pumps F-7 Foam Systems F-4 Fire Apparatus Electrical Systems	F-2 Design & Perf. F-3 Fire Pumps F-7 Foam Systems F-4 Fire Apparatus Electrical Systems	F-2 Design & Perf. F-3 Fire Pumps F-7 Foam Systems F-4 Fire Apparatus Electrical Systems	Required: Equivalent certifications that equal Master EVT Certification
EVT Certification Stipend	\$.20 per EVT Course/Certification listed	\$.20 per EVT Course/Certification listed	\$.20 per EVT Course/Certification listed	\$.20 per EVT Course/Certification listed	\$.20 per EVT Course/Certification listed
Pay Grade	207	209	210	212	213

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively one-on-one with customers and employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to exercise judgment in the selection of procedures, methods, or tools, equipment to accomplish specific tasks.
- Knowledge of all mechanical repairs of components, principles, repair, and maintenance standards and requirements applicable to the achieved certifications.
- Knowledge of mechanical principles of gasoline and diesel fueled internal combustion engines and automotive electrical systems.
- Knowledge of the occupational hazards and safety precautions of the auto mechanic trade.
- Knowledge of new tools, materials, and systems used on the job.
- Ability to diagnose, troubleshoot, and recommend a repair plan on a variety of equipment.
- Ability to work independently with general supervisory approval.
- Ability to use power tools and machines safely.
- Ability to comprehend detailed verbal narrative, schematic and complex diagrammatic instructions, and directions.
- Ability to move heavy machine parts and metals.
- Ability to remain calm in stressful situations and cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to sit; will regularly be required to walk, climb, or balance; stoop, kneel, crouch or crawl, and taste or smell; will frequently be required stand, use arms, hands, and fingers to handle, feel and reach; and will be required to talk and hear.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts and risk of electrical shock. This employee will frequently be exposed to wet or humid conditions, fumes toxic or caustic chemicals, outdoor weather conditions, and extreme cold and heat.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*