

CITY OF TUALATIN

Classification Description

Job Title: Fleet Technician II
Department: Fleet
Reports To: Maintenance Services Manager
FLSA Status: Non Exempt

SUMMARY: Performs semi-skilled and skilled tasks in diagnosing, maintaining and repairing automotive and related equipment, including work as a welder, machinist and mechanic. Schedules maintenance and repair. Does related work and assists in general public works duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Repairs and overhauls automobiles, trucks, tractors and other transportation, construction and maintenance equipment.

Determines cost effective repair methods. May recommend sending equipment to outside shops for major repair.

Diagnoses and repairs malfunctions, participates in rebuilding motors, radiators, transmissions, etc.

Tunes motors using a variety of electronic testing equipment.

Performs emergency vehicle set-up of electronic equipment.

Tests faulty equipment and applies knowledge of functional operation of electronic units and systems to diagnose cause of malfunction.

Replaces defective components and wiring and adjusts mechanical parts.

Aligns, adjusts and calibrates equipment according to specifications.

Performs emergency road service and field repairs as necessary.

Performs all types of welding, clamps and metal fabrication.

Retrieves PM checklist and maintains records on maintenance and other matters pertaining to equipment and vehicles.

Completes repair orders.

As directed by supervisor orders and maintains supplies and equipment stock

Assists in general public works activities as required.

Drives to city facilities, vendors, training programs, and meetings as necessary.

SUPERVISORY RESPONSIBILITIES: Supervision of other employees is not generally a responsibility of this position. May direct work activities of Fleet Technician I, volunteers, or community service workers.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Cost Consciousness - Works within the approved budget; Conserves organizational resources.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Design - Generates creative solutions; Applies design principles; Demonstrates attention to detail. Makes use of manual and software design tools.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations: Possession of, or the ability to secure possession of within six months, a valid Oregon commercial driver's license, and First Aid and CPR certification. Must be a certified DEQ tester or be able to obtain such certification within a short time period, as specified by the Fleet Supervisor. Must be bondable.

Other Skills and Abilities: Ability to understand and follow oral and written instructions. Ability to work effectively with other employees and the general public. Physical strength and agility sufficient to perform the work of the class.

Technical Qualifications: Considerable knowledge of the methods, materials, tools and standard practices of the welding, machinist, automotive and construction equipment and the mechanic trade. Considerable knowledge of diagnosis of mechanical and automotive electronic failures. General knowledge of the occupational hazards involved in the work and appropriate safety precautions.

EDUCATION and/or EXPERIENCE: Three years as an automotive mechanic and welder (gas, electrical and arc). Education equivalent of high school graduation and a combination of technical vocational training in automotive repair and maintenance. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles; extreme heat and vibration. The employee is occasionally exposed to high, precarious places; outside weather conditions; extreme cold and explosives. The noise level in the work environment is usually loud.