

# CITY OF TUALATIN

## Classification Description

**Job Title:** Fleet Technician I  
**Department:** Operations  
**Reports To:** Maintenance Services Supervisor  
**FLSA Status:** Non-Exempt

**SUMMARY:** Performs manual and semi-skilled tasks in diagnosing, maintaining and repairing automotive and related equipment, including work as a welder, machinist and mechanic. 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 automobiles, trucks, tractors and other transportation, construction and maintenance equipment.

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

Tunes motors using a variety of electronic testing equipment.

Assists in emergency vehicle set-up of electronic equipment.

Tests faulty equipment. 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, and metal fabrication.

Operates a wide variety of light and heavy equipment.

Retrieves PM checklist on equipment and vehicles. Completes repair orders.

Maintains supplies and stock for equipment.

Assists in Facilities Maintenance and general public works activities as required.

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

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

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

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**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.

**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:** Knowledge of the methods, materials, tools and standard practices of the welding, automotive and construction equipment and the mechanic trade. Knowledge of minor diagnostics, diagnosis of mechanical and basic automotive electrical failures. General knowledge of the occupational hazards involved in the work and appropriate safety precautions.

**EDUCATION and/or EXPERIENCE:** Two 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.