CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: FLEET TECHNICIAN I

PURPOSE OF CLASSIFICATION

Performs entry level to complex skilled work in the repair and maintenance of County vehicles, equipment and heavy equipment. Work involves performing preventive maintenance; diagnosing vehicle and equipment problems; removing and repairing or replacing defective parts, systems, and components; and repairing body damage. Employees use a variety of diagnostic, mechanic and hand tools. Position works under general guidance and reports to the Fleet Assistant Director-Operations.

The specific technician level is determined based upon the employee's qualifications.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs maintenance, repair, and service work on a variety of County vehicles and equipment, such as sedans, light, medium, and heavy trucks, dump trucks, Emergency Medical Services vehicles, fire fighting equipment, in accordance with industry and factory standards. Work involves a wide range of duties from preventive maintenance and minor parts replacement to complex diagnostic and repair work such as engine rebuilding, electrical troubleshooting, etc.

Diagnoses vehicle and equipment problems; operates advanced electronic and computerized diagnostic equipment, reviews fault codes and other diagnostic data; identifies needed repairs; obtains parts, materials, and supplies; gathers equipment, and performs needed repairs, troubleshooting, tuning, and parts replacement.

Troubleshoots, rebuilds, and replaces gas, diesel, and alternative fuel powered engines, brakes, air brakes, rotors and turn rotors; troubleshoots drive train, transmission operation, HVAC, emissions, electrical, hydraulic, pneumatic, suspension, and steering systems; replaces fan belts, spark plugs, hoses, oil, and tires; replaces or cleans air filters; collects and replaces freon; replaces or charges batteries; replaces, adjusts, or repairs carburetors and related units; lubricates mechanical parts; and makes repairs to clutches, axles, and bearings, and related units.

Assists in monitoring inventory levels of parts, equipment, tools or supplies, and initiates requests for new or replacement materials. Orders and picks up parts and supplies as needed. Transports vehicles to outside vendors for repairs.

Performs welding on automotive and vehicle body parts and fabricates metal parts needed for maintenance or repair work.

Operates or uses various machinery, equipment, power tools, hand tools, and supplies in the appropriate and safe manner, in order to complete work assignments.

Responds to calls from County personnel for roadside assistance. Performs repairs remotely in the field as required.

Prepares vehicle maintenance reports, records, and logs of work performed, parts used and replaced and hours. Enters data into the department's system to track work orders, notes, and work completed.

Research repair methods; reviews service history; reads, reviews, and utilizes repair manuals, industry software, internet resources, schematics, wiring diagrams, and other technical materials.

Depending on classification, assists with training, instructing, and oversight of co-workers, as well as diagnostic and repair methods.

ADDITIONAL FUNCTIONS

Cleans and maintains shop and work area. Cleans and washes vehicles as needed.

Assists with the operation/repair/monitoring of the County fuel stations.

Available as needed to support personnel and vehicle/equipment repair needs during emergency conditions.

Instructs operators in proper care, operation, and maintenance of vehicles and equipment as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

For all classifications, the technician is responsible for providing all necessary hand tools and basic power tools necessary to perform the work. Technicians must display the ability to interpret operator's complaint/request and effectively communicate outcomes and findings. Attention to detail and the ability to follow precise direction is a must.

<u>Fleet Technician I</u>
Required: High school Diploma or GED; two (2) years of experience in auto mechanics and/or equipment repair work; possess and maintain valid Georgia driver's license. Prefer: vocational training in auto mechanics or a related field; 1-2 ASE automotive certifications; and Georgia CDL license.

<u>Fleet Technician II</u>
Required: High school Diploma or GED; two (2) years of experience in auto mechanics and/or equipment repair work; 4 ASE automotive certifications; possess and maintain valid Georgia driver's license. Prefer: vocational training in auto mechanics or a related field; and Georgia CDL license.

<u>Fleet Technician III</u>

Required: High school Diploma or GED; four (4) years of experience in auto mechanics and/or equipment repair work; ASE Master Automotive Technician certification; possess and maintain valid Georgia driver's license. Prefer: vocational training in auto mechanics or a related field; and Georgia CDL license.

Fleet Technician IV

Required: High school Diploma or GED; five (5) years of experience in auto mechanics and/or equipment repair work; ASE Master Automotive Technician certification; two (2) ASE Truck certifications; possess and maintain valid Georgia commercial driver's license (CDL). Prefer: vocational training in auto mechanics, heavy equipment, or a related field.

Fleet Technician V

Required: High school Diploma or GED; five (5) years of experience in auto mechanics and/or equipment repair work; ASE Master Truck Technician certification; and possess and maintain valid Georgia commercial driver's license (CDL). Prefer: vocational training in auto mechanics, heavy equipment, or a related field.

For all Technician classifications, combination of verifiable industry or manufacturer specific certifications will be considered, at the department's discretion, in lieu of ASE Certifications when applicable. ASE Certification is required within 12 months of employment. Failure to maintain certification(s), employee's classification will revert to the appropriate classification based upon valid certification(s).

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, bending, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Additionally, regular and sustained work overhead is typical.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, electric currents and toxic agents.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.