

CITY OF SALEM 00664
FLEET SERVICES TECHNICIAN

NATURE OF WORK

The work is skilled journey level mechanic work in the maintenance and repair of automotive, light and medium trucks and heavy trucks and construction equipment and related City equipment.

Work involves of skilled tasks in the mechanical repair and maintenance of automobiles, trucks, and related City equipment. May have primary responsibility for specialized maintenance and repair on specific systems or performs general maintenance and repair on a variety of equipment. Work is conducted under the general supervision of a shift supervisor, but there is independent responsibility for following standard trade practices. While this classification is not a full supervisory nor lead worker classification, incumbents may be required to train others in specific assignment areas.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Reviews work order to determine service and/or repairs needed to vehicle or equipment. Performs diagnostic analysis using electronic diagnostic test equipment to adjust and locate malfunctions in fuel, ignition and emissions and other of components of concern. Identifies system of concern, performs repair/service on system in need of attention, obtains and installs replacement parts, adjust systems for efficient operation. Test drives equipment to verify repair is accurate and complete.

Provides total vehicle maintenance and repair of gas, diesel, alternative fuel-powered engines including major overhauling and tuning to meet or exceed emission standards for state and federal regulations. Repairs shock absorbers, brakes, manual & automatic transmissions, adjusts clutches, balances wheels and performs alignments; repairs steering mechanisms and suspension systems; replaces brake linings and pads; repairs hydraulic cylinders; turn discs and drums and makes related repairs to brake systems. Tunes engines using proper diagnostic equipment. Inspects, adjusts, and replaces parts including but not limited to all internal and external engine, drive train, body, and electrical components, couplings, hydraulic pumps, cooling systems, fuel and exhaust systems; inspects and repairs electrical systems; repairs starters, generators and alternators. Uses proper diagnostic procedures to repair all types of automotive and truck air conditioning and heating systems including proper handling of refrigerants.

Overhauls and maintains a variety of two and four cycle engines; repairs chain saws, pumps, jack

hammers, small power plants, and mowers. Performs proper preventive maintenance and safety inspections.

Performs various minor welding repairs including but not limited to Mig welding, oxy/acetylene welding, cutting torch operation and plasma cutting. May be required to become certified in various levels of welding techniques.

Tests equipment to ensure service repair has resolved customer concern. Performs road tests to find defects and assess mechanical performance.

Maintains computerized records of repairs/service provided including time, materials, and comments on repairs. Requisitions parts as needed.

Performs drivability test that may include interacting with the operator to determine a specific performance problem.

Performs other related work as required.

WORK QUALIFICATIONS

Must possess own hand tools up to 2 inch drive, up to 1 1/8 standard and 22mm metric.

Considerable experience as a journey level mechanic with diesel, gasoline, and alternative fuel powered engines including use of modern diagnostic equipment; an Associate of Science Degree in Automotive Mechanics, Diesel, Automotive Tune-up or related degree and work experience as a journey level mechanic; or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

Considerable knowledge of the standard practices, equipment, and tools of the automobile and medium/heavy truck mechanic trade.

Knowledge of the principles and modern diagnostic techniques governing gas and diesel-powered engines.

Skill in diagnosing and repairing hydraulics, air brakes, transmissions, differentials, and clutches.

Skill in the use of tools and in operation of equipment employed in engine repairing and adjusting.

Skill in the performance of specialized repairs and maintenance practices, including but not limited to welding, parts fabrication, and body work.

Skill in writing descriptions of work completed, parts ordered, and time spent on maintenance and repair of equipment.

Skill in the use of personal computers to complete records, perform diagnostics, check on parts availability and maintain work related records.

Ability to diagnose electrical and mechanical failures, and the use of proper tools and procedures for completing repairs in a timely manner.

Ability to diagnose electrical and mechanical failures, and the use proper tools and procedures for repair.

Ability to apply the knowledge gained in the field in a professional and productive manner.

Ability to follow oral and written instructions.

A.S.E. Certifications are desirable.

Possession of a valid Oregon Class A license and the ability to meet City driving standards.

Possession of other certificates, registrations and/or licenses mandated by law.

Work is performed in a shop setting both indoors and outdoors. Work is performed during a shift involving either early morning or late evening hours. Work requires standing on concrete surfaces for a shift of operation, the ability to frequently move heavy equipment and parts weighing up to 50 pound, bending kneeling, stooping, climbing in, over and under vehicles, and equipment and working around loud noises with constant interruptions. Work involves entering information into personal computers and utilizing a variety of computerized diagnostic equipment.

Personnel Director