



Class Code: 7551

## CLASS TITLE | FLEET TECHNICIAN I

PAY GRADE: LT-17 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date : 3/23/2022

**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs semi-skilled mechanical work in the preventative maintenance, repair, and servicing of automotive, heavy truck, and mechanical equipment as assigned by management following all established standards and procedures; and other related assigned duties.

### ESSENTIAL TASKS:

- Determines and performs needed repairs and maintenance on various gasoline and diesel automotive and mechanical equipment for a variety of functional areas including tires, brakes, climate control, suspension, steering, and hydraulic/pneumatic systems.
- Drives and operates the department tow-truck in recovering disabled vehicles or equipment in the field
- Performs basic diagnosis and repairs, including for minor electrical and engine system defects
- Inspect and diagnose tire problems including repairing, mounting and balancing tires following industry standards for safety and quality
- Performs road calls to provide maintenance and minor repairs in the field
- Operates a variety of automotive and test equipment and performs required testing and inspections in accordance with regulations and standards
- Enters work order information in fleet system as required
- Performs removal and reinstallation (R&R) of parts as directed by higher classification fleet technicians
- Assists other fleet technicians in performing diagnostics or repairs
- Maintains organization, safety, and cleanliness of work area and related equipment and tools
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Meet one of the following options:

1. (a) Graduation from high school or possession of a General Educational Development (GED) Certificate; and,  
(b) Either a minimum of two (2) years of experience performing semi-skilled mechanic work in a dealer-level or large fleet repair organization; or completion of one (1) year of vo-tech/post-secondary automotive or diesel mechanical training; or
2. An equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

### **PAY INCREASE OPPORTUNITIES**

1st Proficiency Pay Increase: Employee will be eligible for a 1-step pay increase after:

- (1) Obtaining Preventive Maintenance (PM) level Automotive Service Excellence (ASE) certification (G1 or T8) if not previously obtained; and,
- (2) Obtaining 609 Motor Vehicle A/C License; and,
- (3) 3 months as a Fleet Technician I



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2nd Proficiency Pay Increase: Employee will be eligible for a second 1-step pay increase after:

- (1) Obtaining ASE certification, or obtaining Ford electrical certification or equivalent Original Equipment Manufacturer (OEM) training certification; and,
- (2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken; and,
- (3) 9 months as a Fleet Technician I

### **PROGRESSION**

Employee will be eligible to progress to a Fleet Technician II after completing both proficiencies and:

- (1) Obtaining ASE certification, or obtaining a second Ford certification or equivalent OEM training certification; and,
- (2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken; and,
- (3) 24 months as a Fleet Technician I

Knowledge, Abilities, and Skills: Good knowledge of the operation and servicing requirements of light and heavy automotive equipment; and good knowledge of appropriate safety requirements of the work performed. Ability to understand and follow verbal instructions; ability to read and follow written instructions, including technical manuals; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the operation and maintenance of light and heavy automotive equipment, skill in the proper use of journeyman level tools, and skill in accessing, changing, and repairing a high volume of tires following industry approved standards and methods.

#### Physical Requirements:

Physical requirements include standing and walking; constant exerting of force up to 20 pounds, frequently up to 50 pounds, and occasionally up to 100 pounds; frequent balancing, kneeling, bending, reaching, handling, feeling, smelling, and twisting; occasional crawling, and climbing; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Must obtain Motor Vehicle A/C license valid under section 609 of the Clean Air Act by an EPA-approved program within 6 months and Forklift Operator's License within 12 months of hire. Some positions within this classification will be required to obtain a valid Class "A" Commercial Driver's License (CDL) within 12 months of hire. Valid Class "D" driver's license require.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in a garage and occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas, and extreme heights. Required to be on 24-hour standby; subject to callback and overtime.

**EEO Code: N-07**

**Group: Labor and Trades**

**Series: Equipment and Plant Management**