

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

PURPOSE OF THE CLASSIFICATION: Under general supervision performs skilled maintenance and advanced repairs on light, medium and heavy duty gasoline and diesel driven motorized vehicles and other equipment as assigned by management following all established standards and procedures, and other related assigned duties.

ESSENTIAL TASKS:

- Overhauls and repairs gasoline and diesel engines, transmissions and drive trains, heating and cooling systems, alignments, clutches, air brake systems, differentials, exhaust systems, ignition systems, fuel systems, and a variety of small engine driven equipment
- Performs scheduled and preventative maintenance and repairs of automotive and related equipment, equipment inspections and tune ups and provides general maintenance support of a variety of tools and equipment used in construction and ground maintenance
- Reviews and determines required repair and maintenance needs creating work orders outlining information for repair work and maintains work orders in maintenance management system
- Updates and maintains maintenance system, prepares logs, reports, work and supply orders using computerized management system as required, and maintains inventory systems for related parts and equipment
- Monitors, troubleshoots, diagnoses and provides required repairs, including for minor electrical and engines
- Researches and locates specialized parts, tools and equipment and provides estimates of resources required including time and parts costs
- Assists with field maintenance and repairs as required
- Operates a variety of automotive and test equipment and performs required testing and inspections in accordance with regulations and standards
- When directed, assists other technicians in performing complex diagnostics or advanced 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 Certificate (GED); and,
(b) Either a minimum of two (2) years of vo-tech/post secondary automotive or diesel mechanical training and two (2) years dealer-level or large fleet experience; or four (4) years experience working as a skilled mechanic in a dealer-level or large fleet organization; 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 a 3rd and 4th ASE certification (T or A series), or obtaining a 3rd Ford certification, or equivalent OEM training certification; and,
- (2) 3 months as a Fleet Technician II

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



CLASS TITLE | FLEET TECHNICIAN II

PAY GRADE: LT-18 | www.cityoftulsa.org/pay

Class Code: 7552

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- (1) Obtaining a 5th and 6th ASE certification (T or A series), or obtaining a 4th 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) 9 months as a Fleet Technician II

PROGRESSION

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

- (1) Obtaining Master ASE certification (T or A series), 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 II

Knowledge, Abilities, and Skills: Considerable knowledge of of vehicles' complex components, including interaction and operation; considerable knowledge of the occupational hazards and safety precautions of the trade; good knowledge of the operating principles and mechanics of internal combustion engines; good knowledge of heavy equipment and automotive equipment; and good knowledge of motorcycle maintenance and related performance handling needs, pneumatic/hydraulic systems, impeller and vacuum pumps. Ability to climb ladders or platforms at high altitudes and perform heavy manual labor in inaccessible spaces; ability to operate automotive diagnostic equipment; ability to maintain simple time and material records; ability to expertly diagnose issues based upon experience, analysis, and testing; ability to drive both automatic and standard transmission vehicles; and the ability to courteously, tactfully, and effectively communicate verbally and electronically with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the care and use of hand tools and related mechanical equipment used in the automotive/diesel mechanical trade; and skill in locating and repairing mechanical, hydraulic, and electrical defects in automotive and related mechanical equipment; and skill in time management.

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 possess a valid Oklahoma Class "A" Commercial Driver's License (CDL) within 12 months of hire; employee must possess an unrestricted driver's license with a clean driving record and a strong technical performance record.

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, insect bites, 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