

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

PURPOSE OF THE CLASSIFICATION: Under general supervision performs highly skilled maintenance and specialized repair work on a variety of complex types of automotive and related fleet equipment, and other related assigned duties.

ESSENTIAL TASKS:

- Performs and coordinates journeyman level diagnosis, maintenance and repair of automotive and heavy equipment including overhaul and repair of gasoline and diesel engines, transmissions and drivetrains, heating and cooling systems, alignments, clutches, brake systems (including air brakes), differentials, exhaust systems, electrical systems, fuel systems, and a variety of small engine driven equipment
- Performs scheduled and preventative maintenance and repairs of equipment and performs equipment inspections to determine safety conditions and extent of repair work needed
- Reviews and determines required repair and maintenance needs, updating work orders in fleet management information system (FMIS), and provides accurate estimates of labor and repair costs
- Assists with field maintenance and repairs as required; may drive and operate the department tow truck to facilitate vehicle recovery in certain instances
- Troubleshoots and diagnoses complex and unique vehicle problems and provides required specialized repairs, independently or by assisting the efforts of subordinate technicians.
- Prepares reports and records using a computerized FMIS and maintains parts and equipment inventory levels and updates tracking systems
- When directed, serves as a lead worker by providing work direction, on-the-job training and scheduling of other workers and provides technical guidance of maintenance and repair work
- 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 four (4) years dealer-level or large fleet experience; or six (6) 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 6 months as a Fleet Technician III and:

Fire Garage

- (1) Obtaining Emergency Vehicle Technician (EVT) Level I certification; **and**,
- (2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken

Light and Heavy Repair Garages

- (1) Obtaining and holding 5 Ford certifications from the Asset Management Department (AMD) approved systems, 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

2nd Proficiency Pay Increase:

Employee will be eligible for a second 1-step pay increase after 12 months as a Fleet Technician III and:

Fire Garage

- (1) Obtaining EVT Level II certification; **and**,
- (2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken

Light and Heavy Repair Garages

- (1) Obtaining and holding 6 Ford certifications from the AMD approved systems, 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

3rd Proficiency Pay Increase:

Employee will be eligible for a third 1-step pay increase after 24 months as a Fleet Technician III and:

Fire Garage

- (1) Obtaining EVT Level III certification; **and**,
- (2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken

Light and Heavy Repair Garages

- (1) Obtaining and holding eight (8) Ford certifications from the Asset Management Department approved systems, 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

Knowledge, Abilities, and Skills: Considerable knowledge of modern methods, tools, and equipment of the automotive trade; considerable knowledge of the operating principles and mechanics of gasoline and diesel engines; good knowledge of hydraulic equipment systems and electronic controls; and considerable knowledge of the occupational hazards and safety precautions of the trade. Ability to read and comprehend technical manuals; Ability to perform heavy manual labor in rather inaccessible spaces; the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information; and technical ability to communicate with, assist, and mentor lower classification mechanics with the goal of helping them to grow in their knowledge and mechanical abilities. Skill in the operation and maintenance of light and heavy automotive equipment, skill in the proper use of journeyman level tools and machine equipment used in the automotive and mechanical trade; skill in locating, diagnosing 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 possess and maintain current certification as an Automotive Service Excellence (ASE) Master in either Medium/Heavy Truck (T series) or Automobile & Light Truck (A series). Must obtain Motor Vehicle A/C license valid under section 609 of the Clean Air Act by an EPA-approved



CLASS TITLE | FLEET TECHNICIAN III

PAY GRADE: LT-19 | www.cityoftulsa.org/pay

Effective Date: 3/23/2022

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 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