



## **FLEET TECHNICIAN II**

### **GENERAL RESPONSIBILITIES**

This position is responsible for working under general supervision assisting with Virginia Department of Education (VDOE) mandated inspections on fleet vehicles and performing intermediate to advanced diagnostic, repair, and preventive maintenance tasks on gas, diesel, and alternative fuel powered fleet equipment.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Perform intermediate to advanced diagnostic and repair operations on a variety of light to heavy duty fleet vehicles and equipment.
- Perform essential maintenance, including VDOE inspections, on a variety of light to heavy duty fleet vehicles and equipment.
- Operate fleet vehicles; test drive and transport vehicles to and from citywide locations and vendor premises for warranty and special repairs.
- Assist in ancillary shops with operations supporting organizational goals.
- Clean and maintain specific work area along with common shop areas and facility grounds.
- Dispense vehicle fuels and other essential fluids.
- Complete required forms and enter information into the fleet management system in a timely manner
- Operate tow/service truck to respond to disabled vehicles in the field during or after normal business hours.
- Provide courteous, high quality service by responding to requests for service or referral to appropriate designee.
- May perform functions of lower level technicians as needed.
- Perform related work as required.

### **SPECIALIZED DUTIES ASSIGNED TO SPECIFIC JOB FUNCTION**

#### **Maintenance/Repair Team Member**

- Perform intermediate to advanced repair work and routine preventive maintenance on fleet vehicles and equipment including but not limited to engine, transmission, and electrical component replacement; head gasket, injection system, and wheelchair lift repairs; auxiliary equipment installation.
- Perform basic to intermediate to advanced troubleshooting and diagnosis of mechanical, hydraulic, pneumatic, electrical, and computer-controlled systems.
- Perform VDOE mandated safety inspections on specified vehicles.
- Provide guidance and technical assistance to lower level technicians with basic/intermediate repair and overhaul work.
- Assist senior level technicians with intermediate/advanced maintenance, repair and overhaul work.

#### **Collision Repair/Refinishing Team Member**

- Assist with repairing minor body/chassis damage to all school owned vehicles and power equipment including but not limited to collision repair, vandalism, corrosion damage, normal deterioration, repurposing and refurbishment.
- Perform basic panel repair including bending, pulling, pushing, shaping, straightening, filling, filing and sanding.
- Perform basic prep and finish work including but not limited to wet sanding, glazing, masking; priming, painting, sealing and buffing.
- Assist with performing sheet metal and steel fabrication; welding, riveting and bonding.
- Ensure repairs are completed and meet federal and state motor vehicle standards.
- Prepare detailed damage repair estimates including labor and parts needed for review by the team leader.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of gas and diesel engines; various mechanical, electrical, pneumatic, hydraulic, mobile HVAC and computer-controlled systems; advanced mechanical/electrical diagnostic techniques and procedures and industry standard preventive maintenance and inspection methods. Must have a thorough knowledge of the Virginia Department of Education pupil transportation maintenance regulations; shop and field safety practices; hazardous material spill and disposal procedures. Must be



skilled in the use of advanced vehicle testing and repair equipment including OEM and laptop based diagnostic software to independently identify failures and potential maintenance/safety problems in a multitude of mechanical, electrical, pneumatic, hydraulic, HVAC and computer-controlled systems. Must have the ability to perform intermediate to advanced level diagnostic and repair work on fleet equipment and operate fleet vehicles and equipment. Must have the ability to communicate effectively in oral and written format, follow verbal and written instruction, and work in a team environment or independently. Must have the ability to use computerized and electronic record keeping and fleet management systems. Must have the ability to establish effective working relationships with supervisors, colleagues, and the public, and emphasize and demonstrate the department's goal of customer service in all aspects of work.

## **EDUCATION AND EXPERIENCE**

### **Required:**

High School Diploma or GED.

A valid Virginia Driver's License.

A valid Virginia Class B Commercial Driver's License (within six (6) months of hire).

A Forklift Operators License (within six (6) months of hire).

Possession of/or actively acquiring necessary personal tools consistent with industry standards (within six (6) months of hire).

Four (4) years of technical hands-on experience servicing and repairing vehicles and equipment in a commercial, industrial, or municipal environment.

### **Preferred:**

An industry relevant certification in vehicular repair from an accredited college or trade school.

Three (3) or more current individual ASE certifications in any of the following test series: Maintenance and Light Repair, Automobile Technician, School Bus Technician, or Medium/Heavy Truck Technician.

A valid Class A Commercial Driver's License.

A valid EPA 609 MVAC Technician Certification.

A valid Class A Virginia Safety Inspectors License.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Frequent walking, standing, bending, stooping, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, balancing, crouching, climbing, kneeling, and crawling. Work involves high exposure to elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electrical current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely.

Requires timely and regular adherence to established work schedules.

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

## **SPECIAL REQUIREMENTS**

Regular and reliable attendance is an essential function of this position.