



### **FLEET TECHNICIAN III**

#### **GENERAL RESPONSIBILITIES**

The position is responsible for working under general supervision assisting with Virginia Department of Education (VDOE) mandated inspections on fleet vehicles, and performing advanced to complex 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 advanced to complex 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.
- Perform required Virginia State Police annual safety inspections on fleet vehicles.
- 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 when required.
- Perform related work as required.

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

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

- Perform advanced to complex repair work and routine preventive maintenance on fleet vehicles and equipment including but not limited to internal engine repair and rebuilding; valve train, timing, and fuel system component replacement and adjustment; Electronic Control module replacement and calibration; safety and auxiliary equipment installation.
- Perform advanced to complex 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, and advanced repair, and overhaul work.

##### **Maintenance/Repair Team Leader**

- Perform advanced to complex repair work and routine preventive maintenance on fleet vehicles and equipment including but not limited to internal engine repair and rebuilding; valve train, timing, and fuel system component replacement and adjustment; Electronic Control module replacement and calibration; safety and auxiliary equipment installation.
- Perform advanced to complex troubleshooting and diagnosis of mechanical, hydraulic, pneumatic, electrical, and computer-controlled systems.
- Perform VDOE mandated safety inspections on specified vehicles.

##### **Maintenance/Repair Team Leader (continued)**

- Provide guidance and technical assistance to lower level technicians with basic, intermediate, and advanced repair, and overhaul work.
- Assess work request for designated service team and coordinate and/or assist in the planning, assignment, and scheduling of work for designated team members.



- Monitor teamwork environment for efficiency and repair progress; advise operators, supervisor and office personnel of vehicle status and estimated completion times.
- Discuss information with vehicle operators regarding technical issues relating to service requests.
- Assist management in making decisions on feasibility of major component repair/replacement.
- Assist the Fleet Forman with the assessment of team member's performance and with yearly evaluations.
- Review for accuracy, edit and submit documentation related to team activities.
- Attend weekly operational meetings for the purpose of roundtable discussion on team workload, policy/procedure updates, and feedback.
- May temporarily perform routine supervisory functions in the absence of the immediate supervisor.

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

- Repair minor to major 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 all mechanical operations required to repair vehicles including but not limited to: frame straightening and panel repair to include bending, pulling, pushing, shaping, straightening, filling, filing and sanding.
- Perform fiberglass and composite material repairs.
- Perform all prep and finish work to include wet sanding, glazing, masking; priming, painting, sealing and buffing.
- Perform sheet metal and steel fabrication, and welding, riveting and bonding.
- Verify that repairs are completed and meet federal and state motor vehicle standards.
- Provide detailed damage repair estimates including labor time and parts needed.

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

Must have a comprehensive knowledge of gas and diesel engines; various mechanical, electrical, pneumatic, hydraulic, mobile HVAC and computer-controlled systems; industry standard preventive maintenance and inspection methods; Virginia Department of Education pupil transportation maintenance regulations, shop and field safety practices; hazardous material spill and disposal procedures. Ability to skillfully perform advanced to complex level diagnostic and repair work on fleet equipment. 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. Expert ability to operate fleet vehicles and equipment, use vehicle testing, tire service, and hand and shop tools/equipment. Ability to communicate effectively in oral and written format; ability to follow verbal and written instruction; ability to work in a team environment or independently; ability to use computerized and electronic record keeping and fleet management systems; ability to establish effective working relationships with supervisors, colleagues, and the public; ability to 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).

Six (6) 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.

Master ASE Certifications in any of the following test series: Automobile Technician, School Bus Technician, Medium/Heavy Truck Technician or Collision Repair and Refinishing.

An active Class A Commercial Driver's License.

An active EPA 609 MVAC Technician Certification.

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**

A valid Class A Virginia Safety Inspectors License may be required to meet operational needs.  
Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 5/17, 7/20
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