



## CITY OF CITRUS HEIGHTS

### FLEET TECHNICIAN

#### **DEFINITION**

To monitor and schedule fleet repairs and preventive maintenance needs; to perform up-fitting and building of police and city vehicles; to assist with fleet equipment purchasing, and to input and retrieve data regarding maintenance needs using the City's fleet software program.

#### **DISTINGUISHING CHARACTERISTICS**

This position provides technical expertise in the area of fleet vehicle purchase, tracking, maintenance and equipment with emphasis on after-market up-fitting of Police vehicles.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned Police supervisor and the City's Facilities and Grounds Manager.

#### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Assist with the planning and coordination of the purchasing and maintenance needs of the Police/City vehicle fleet. Monitor fleet on daily basis for necessary repairs or scheduled maintenance.
- Build/Up-fit police and city vehicles with aftermarket equipment; perform routine minor vehicle maintenance, such as changing batteries tires, and other items, as needed.
- Monitor vendor contracts for outside service or repair; ensure safe vehicle operating conditions; provide for fuel and other daily operational needs.
- Ensure required documentation, such as California DMV processing, vehicle registration, BAR Smog requirements, and insurance, are current and meet City and other regulatory standards.
- Work within guidelines of approved contracts; monitor contracts for compliance and completeness.
- Research and locate vendors of materials, equipment or supplies, research pricing, product availability, and terms of sales.
- Assist with the preparation and processing of requisitions and purchase orders for vehicle fleet and related equipment. Maintain records of goods ordered and received; process invoices for payment.
- Participate in the development of specifications for equipment, products, or substitute materials.
- Build and maintain effective working relationships with co-workers, other City employees and the public using principles of good customer service.
- Participate in committees or on special projects, as assigned.
- Attend work or project related meetings outside of normal work schedule, when requested.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of vehicle fleet maintenance.
- Methods and techniques of proper and effective use of equipment, tools and materials used in vehicle fleet maintenance.
- Knowledge of vehicle electrical systems and wiring as applied to the building and up-fitting of police fleet vehicles.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances, City functions policies, rules and regulations.

### **Ability to:**

- On a continuous basis, know and understand all aspects of the job; know laws, regulations and codes; problem solve vehicle fleet related issues; explain and interpret policy.
- Work hours necessary, including evenings and weekends to meet the requirements of the job including scheduled and emergency overtime; change work periods and work days dependent on operational requirements of the City.
- Exercise judgment and initiative; manage multiple priorities effectively.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Diagnose vehicle fleet problems; use a variety of tools; perform or arrange for maintenance or repairs as appropriate.
- Interpret and explain pertinent City and department policies and procedures.
- Organize, prioritize, and manage workload and timelines.
- Learn a variety of software programs including vehicle maintenance database; use computer as needed for recordkeeping, communication and documentation.
- Prepare clear and effective reports, correspondence, and other written material.
- Perform arithmetical calculations accurately and quickly.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer with proficiency and familiarity.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

- Four years of increasingly responsible experience in vehicle fleet maintenance which includes the up-fitting and building of police/city vehicles with aftermarket equipment.

#### Training:

- Equivalent to the completion of the twelfth grade, additional training in area of specialty is desirable.

#### License or Certificate:

- Possession of a valid California driver's license and proof of automobile liability insurance are required.

#### Special Requirements

Positions assigned to the Police Department require the ability to successfully pass a police background investigation.

### **PHYSICAL/SENSORY REQUIREMENTS**

Intermittently twist, bend, squat, climb, kneel and reach while performing installation of equipment; push and pull equipment; perform simple grasping power grasping, and fine manipulation; intermittently sit at a desk for long periods of time; use telephone, and write or use a keyboard to communicate through written means; lift or carry weight of 50 pounds or less. Additionally, the position requires both near and far vision when inspecting work, operating assigned equipment and the ability to accurately perceive sounds.

<b>File:</b>	Fleet Technician
<b>FLSA:</b>	Non-Exempt
<b>Created:</b>	08/01/2018
<b>Revised:</b>	