

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FLEET MAINTENANCE TECHNICIAN
DEPARTMENT: GENERAL SERVICES
REPORTS TO: SHOP SUPERVISOR

JOB CODE: 2311
DATE: 9/18

JOB SUMMARY:

Performs semi-skilled and skilled work in servicing, maintenance, and repair of automotive, heavy-duty trucks and equipment, and emergency response vehicles such as fire equipment and police patrol vehicles.

ESSENTIAL JOB FUNCTIONS:

Maintains and repairs motor-driven equipment such as automobiles, trucks, fire response vehicles, police patrol vehicles, graders, tractors, sweepers, loaders, air compressors, and other related mechanical equipment; installs or rebuilds special accessory equipment and attachments; maintains special lights and sirens on emergency response vehicles. Maintains/repairs plows and salt spreading equipment.

Performs major repairs by disassembling or replacing worn or broken parts; assembles, and adjusts gasoline and diesel engines, clutches, differentials, transmissions, drive trains, rear and front ends, suspension systems, electrical and ignition systems, brakes, hydraulic and pneumatic equipment, cooling systems, fire pumps, exhaust and pollution control devices, accessory power equipment, centrifugal pumps, and mechanical fire and police equipment.

Performs routine servicing and preventative maintenance on all city vehicles, including changing oil and filters, lubricating units, rotating tires, replacing worn parts, and inspecting for safety hazards.

Troubleshoots and repairs electrical malfunctions; replaces wiring and other parts as necessary. Diagnoses engine/vehicle codes with diagnostic tools and repair/replace faulty components.

Assists in inspection, and acceptance of new vehicles and equipment to place into service.

Cleans and maintains shop area.

Maintains personal tool inventory.

Attends training seminars and classes to remain current in field.

Performs other related duties as assigned.

Required to work overtime to include nights, weekends, and holidays performing maintenance on city fleet vehicles during emergency operations i.e.: snow removal operations, ice storm, wind/rain storms, etc.

MATERIAL AND EQUIPMENT USED:

Hand Tools
Welding Equipment

Diagnostic Equipment
Hydraulic Jack and Lifts

Power Tools
Tire Machine

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school, technical diploma, or GED; and, additional training in automotive and heavy equipment mechanical maintenance and repair; and, two years of experience in automotive or heavy equipment maintenance and repair; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Class (B) Driver's License with air brake endorsement preferred.

New Hampshire Vehicle Inspection License and Emission Control Testing preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Standard practices, methods, tools, and equipment of automotive mechanic trade.

Design, operation, and repair of light and heavy-duty gasoline and diesel equipment, hydraulic and accessory power equipment.

Principles of internal combustion engines.

Skill in:

Use and care of tools and equipment related to field.

Use of cutting torches.

Performing welding.

Mechanical and electro-mechanical aptitude.

Mental and Physical Abilities to:

Assist in and perform major maintenance and repair of automotive equipment.

Follow oral and written instructions and comprehend technical instructions.

Perform duties while intermittently sitting, standing, stooping, bending, or crouching.

Frequently lift and move heavy objects such as heavy equipments tires& rims, drums, rotors, calipers, drive shafts and springs.

Distinguish between shades of color.

Working Conditions:

The employee is exposed to noise, dirt, dust, smoke grease, machinery with moving parts, irritating chemicals, inclement weather and extreme temperatures.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.