

## CITY OF BURBANK

### FLEET MAINTENANCE TECHNICIAN

#### DEFINITION

Under supervision, to perform maintenance and make major and minor mechanical repairs on light and heavy gasoline, electric, propane, diesel, and alternate fuel powered equipment including refuse, transportation, construction, and specialized utility equipment at the journey level; and to perform related work as required.

#### ESSENTIAL FUNCTIONS

Inspects, diagnoses, adjusts, and repairs mechanical, electrical, and electronic defects and emission systems on all types of light and heavy equipment in conformance with industry standards; performs general overhauling, maintenance, and preventative maintenance; maintains and repairs hydraulic and electric systems within equipment; maintains records of time worked and paper and electronic service repair orders; orders parts; makes emergency repairs and service calls out of the shop; may supervise and provide input on evaluation for the Fleet Maintenance Apprentice; works in any work section of the operation at any time as assigned; performs workmanship and repairs to ensure the reliability and availability of the City's fleet and the efficient operation of City services; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of – the methods, equipment, materials, and tools used in the repair and maintenance of light and heavy equipment; the theory, care, and operation of internal combustion and alternate fuel engines; vehicle and equipment systems and subsystems; California state emissions standards.
- Ability to – use garage equipment and tools; make various types of mechanical repairs; inspect and diagnose mechanical troubles and determine appropriate maintenance requirements; inspect and road test equipment and vehicles on which work was performed; supervise the work of an assistant; communicate effectively, both orally and in writing; operate a computer, fleet management information system, and other required computer programs; accomplish tasks within an established timeframe; perform repairs to ensure the reliability and availability of the City's fleet and the efficient operation of City services; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Graduation from high school or equivalent and any combination of education and or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited automotive trade school and four years of experience in the maintenance and repair of automotive or mobile power equipment.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment and a valid California Class "A" or "B" driver's license or equivalent with the following endorsements: hazardous materials, air brakes, and bulk tank within 12 months of appointment. A minimum of four National Institute of Automotive Service Excellence (ASE) certifications, pertinent to the job assignment, will be required at time of appointment or within six months of appointment (ASE certifications will be determined at time of recruitment). If assigned to the Public Works Department, may also be required to possess a Class "M" Driver's License or equivalent at time of permanent appointment. All required licenses and certifications must be maintained throughout employment in this classification.

#### SUPPLEMENTAL INFORMATION

None.