

## **CITY OF BURBANK**

### **SENIOR FLEET MAINTENANCE TECHNICIAN**

#### **DEFINITION**

Under supervision, to perform maintenance and make major and minor mechanical repairs on light and heavy gasoline, diesel, electric, propane, and alternate fuel powered equipment including refuse, transportation, construction, and specialized utility equipment at the advanced journey level in conformance with industry standards; to supervise maintenance technicians and other employees as assigned; and to perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Inspects, diagnoses, adjusts, and repairs the more difficult mechanical, electrical, and electronic defects and emission systems on all types of light and heavy equipment in conformance with industry standards; maintains and repairs hydraulic and electrical systems within equipment; performs general and special maintenance; trains, mentors, supervises, and assists in the evaluation of employees; operates automotive and general machine shop equipment; inspects automotive and mechanical equipment and recommends the type of repair work necessary; maintains records of repairs made, orders parts, and keeps maintenance records; inspects and approves written and electronic service repair orders; works in any work section of the operation at any time as assigned; ensures City compliance with laws, rules, regulations, and programs under management supervision; tracks warranty issues and vendor performance; assists with developing and implementing goals and objectives, bench marks for shop productivity; provides input to the Fleet Superintendent, Fleet Manager, and Fleet Services Supervisor; 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 full care and operation of internal combustion engines using conventional and alternate fuels; vehicle and equipment systems and subsystems; the principles and practices of supervision; California state emission standards.
- Ability to – use garage equipment and tools; make various types of mechanical repairs; inspect and diagnose mechanical troubles and determine appropriate maintenance requirements; supervise the work of Fleet Maintenance Technicians and other employees; operate a computer, fleet management information system, and other required computer programs; accomplish tasks within an established timeframe; communicate effectively, both orally and in writing; 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 five years of experience in the maintenance and repair of automotive or mobile power equipment including at least one year on heavy trucks or heavy equipment.

**License & Certificates:** A valid California Class “C” driver’s license or equivalent at time of appointment, and within 12 months of appointment shall be required to possess a valid California Class “A” or “B” driver’s license or equivalent with the following endorsements: hazardous materials, air brakes, and bulk tank. A minimum of six 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 valid 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.