



Office of Human Resources  
Fleet Technician Lead - CJ3078  
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### General Statement of Duties

Performs full performance journey level work and permanently assigned lead work over fleet technicians engaged in the maintenance, repair, fabrication, and overhaul of a wide variety of diesel, gasoline, electric, and alternative fuel powered equipment and performs specialized technician work and equipment repair.

### Distinguishing Characteristics

This is the fourth of a five level classification series of fleet technicians with progressively responsible duties. Fleet technicians are found in the fleet divisions at Denver Police Department, Denver International Airport, Denver Parks and Golf Divisions, or Denver Public Works. Positions in this classification are assigned to support fleet repair, inspection, and maintenance of light, medium, and/or heavy fleet and turf vehicles and equipment and using a variety of fuel technologies including gasoline, diesel, electric, CNG, and other alternative sources. Positions in this classification series may be required to provide and replace hand tools.

- Fleet Technician I: Entry Level;
- Fleet Technician II: Developing/intermediate level journey technician;
- Fleet Technician III: Full performance journey technician;
- Fleet Technician Lead: Lead worker;
- Fleet Technician Supervisor: First-line supervisor.

### Level of Supervision Exercised

Performs lead work over two or more technicians involved in the maintenance and repair of equipment.

### Essential Duties

Perform lead work over fleet technicians engaged in the inspection, diagnosis, repair, and maintenance of a fleet vehicles and equipment.

Manages and tracks assigned work orders for equipment repairs and maintains documentation, records, and reports through Computerized Maintenance Management System (My Turf Toro Company, Faster, etc.)

Performs maintenance, repair, and overhaul of hydrostatic drive and hydraulic operated equipment, diesel, two stroke and four stroke gasoline engines, water and air cooled engines. Diagnose and repair alternate fuel powered engines on light and heavy equipment utilizing standard or specialized diagnostic and measuring tools. Diagnose and repair of vehicle emission systems. Perform Colorado state emissions testing.

Perform major overhaul of engines and diagnose, repair, rebuild, and tune engine and powertrain control systems using standard and specialized diagnostic equipment.

Diagnose, repair, and maintain automatic, standard, and hydrostatic transmissions in conjunction with power take off units, clutches, drivelines, differential assemblies, and final drive units.

Perform major repair of vehicle power plants and electrical systems. Troubleshoots, diagnoses, and repairs electronic and electrical systems including vehicle computer, transmission, fuel systems, batteries, alternators, starters, relay switches, solenoids, regulators, wiring harnesses, and other related electrical components.

Repair vehicle heating, ventilation, and air conditioning (HVAC), cooling systems, performing radiator repair, replacement of cooling system components, water pumps, shutters, and hoses.

Diagnose, troubleshoots, repairs, and maintains mechanical and hydraulic steering systems and performs wheel alignments.

Diagnose, repair and rebuild complete hydraulic systems including hydraulic cylinders, motors, pumps, valves lines and related components.

Diagnose, reprogram, and repair of braking systems and traction control systems.

Diagnose, reprogram, repair and replace active restraint systems including accident collision avoidance, parking aid, and occupant classification systems.

Fabricate, weld, and repair parts using standard welding techniques and tools which includes design and installation of specialized equipment and mounting systems. Assists body shop with assessing vehicle damage.

Conduct routine and annual inspections and performs preventive maintenance on all vehicles.

Install, diagnose, maintain, and repair specialized police, safety, or City-required equipment such as specialized electronic equipment, radios, and robotics.

Assist in writing work orders for repairs with attention to specific problems and good descriptions to provide for efficient work flow.

Identify and coordinate parts needs with scheduled maintenance to assist in ensuring parts availability and provides input to annual parts budget process.

Coordinate with vehicle manufacturers in evaluating technicians for factory training.

Open and secure work facility and inspects for safe conditions.

By position, design and fabricate specialized equipment, vehicle modifications and unique or custom solutions to law enforcement needs.

By position, coordinate with Auto Body Repair Shop Supervisor to assist with estimating undercarriage, suspension and structural damage.

By position, repair accident damage to undercarriage, suspension, exhaust and structural components.

Develop or modify work plans, methods, and procedures; determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assist employees with difficult and/or unusual assignments. Assign and distribute work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contribute to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation.

Respond orally to informal grievances and relays information to the supervisor.

Document situations which may be cause for disciplinary action and provides this information to the supervisor.

Prepare and maintain documentation, records, and reports. Prepare inspection reports to identify and document vehicle accident damage and needed repairs. Coordinates usage issues or unusual repairs with vehicle manufacturers.

Observe all common shop safety standards.

Respond to field service calls and performs preventive maintenance on equipment in shop or in field locations.

By position, participate in snow removal duties.

By position, may be required to be on-call to address emergent needs.

Perform other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Reading** – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Technical Problem Solving** – Troubleshoots, diagnoses, analyzes, and identifies systems malfunctions to determine the source and cause of the problem.

**Working with People:** Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

### Knowledge & Skills

Knowledge of motor vehicle engines, parts, and systems, including their designs, uses, repair, and maintenance.

Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

Knowledge of procedures for operating motor vehicles, including cars, trucks, or watercraft.

Knowledge of electrical equipment, components, instruments, and systems, including their design, installation, testing, uses, repair, or maintenance.

Knowledge of Computerized Maintenance Management System (CMMS).

Knowledge of materials, methods, and appropriate tools to process, treat, form, or shape metal.

Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Five (5) years of experience in the diagnosis, repair and maintenance of gasoline, diesel, or alternate fuel powered equipment, including electronic systems, hydraulic systems, transmission and combustion engine overhaul.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

This job requires driving. Requires a valid Driver's License at the time of application.

By position, requires a valid Commercial Driver's License (CDL "A") with appropriate endorsements by the end of probation.

By position, requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements by the end of probation.

By position, may require certifications in Airbrake and/or Refrigerant Recovery & Recycling as mandated by federal regulations by the end of probation.

By position, may require a Colorado Refrigerant Registration and a Colorado State Emission inspection license by the end of probation.

By position, may require a Motor Vehicle Air Conditioning as certified under section 609 of the Clean Air Act by an EPA-approved program by the end of probation.

By position, may require Underground Storage Tank Class A, B, or C Operator Certification by the end of probation.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to: toxic chemicals.

Potential exposure to infections and contagious diseases.

Potential exposure to: cold temperatures, cold enough to cause bodily discomfort.

Potential exposure to heat temperatures, hot enough to cause bodily discomfort.

Potential exposure to extreme temperature changes.

Wet: frequent contact with water or other liquid.

Potential exposure to: humid conditions with high moisture content to cause bodily reactions.

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Subject to: long irregular hours.

Subject to: many interruptions.

Subject to: varying and unprecedented situations.

Subject to: burns and cuts.

Subject to: injury from moving parts of equipment

Noise: sufficient noise to cause distraction or possible hearing loss.

Subject to: vibrations and strain on the body to cause bodily harm if endured daily.

Potential exposure to hazardous conditions where there is danger to life, body, and/or health.

Subject to: hazards from flammable and explosive gases.

Subject to precarious or high locations.

### Level of Physical Demand

3-Medium (20-50 lbs.) to 4-Heavy (50-100 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: performing work through using two or more.

Repetitive Motions: Making frequent movements with a part of the body.

Feeling: perceiving attributes of objects by means of skin receptors.

Lifting: By Position, may move objects 20-50 pounds, or 50-75 pounds from one level to another.

Standing: remaining on one's feet in an upright position.

Sitting: remaining in the normal seated position.

Climbing: ascending or descending objects usually with hands/feet.

Walking: moving about on foot, at times on uneven surfaces.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is moving away from the person.

Pulling: exerting force on an object so that it is moving to the person.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working the hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sound by the ear.

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Field of Vision: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

### Background Check Requirement

Criminal Check

Employment Verification

Motor Vehicle Record

Licenses/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** J-622

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** BM

**Revised Date:** 10/01/20

**Revised By:** LS

**Class History:**

Revised job description to include essential duties for DPR.