

**POSTING IS REQUIRED**

**Classification Notice No. 1319**

To: Agency Heads and Employees  
From: Jeff Dolan, Career Service Executive Personnel Director  
Date: February 4, 2010  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by changing the title and pay grade of Fleet Maintenance Engineer (815-E) to Fleet Maintenance Support Engineer (813-E).**

When CSA was updating this class specification, research was conducted to determine why the pay grade for the Fleet Maintenance Engineer class was compensated two pay grades higher than other support engineering classes in the city. After researching the historical compensation files, CSA staff was unable to determine how the current pay grade was established.

Based on internal equity, CSA recommends that the Fleet Maintenance Support Engineer be compensated the same as other support engineering classes at 813 E. The other support engineering classes include the Aviation Electrical/Electronic Support Engineer and the Heating, Ventilating, and Air Conditioning Support Engineer. All three classes require a degree and 3 years of experience applying engineering principles within a specific discipline but the classes do not require a Professional Engineering License like the other engineering classes in the city. Additionally, CSA recommends adding "Support" in the title of the Fleet Maintenance position to make it similar to the other support engineering titles.

**REVISED CLASS SPECIFICATION INCLUDING  
PAY GRADE & TITLE CHANGE**

<b><u>Job Code</u></b>	<b><u>Current Classification Title</u></b>	<b><u>Current Pay Grade &amp; Range</u></b>
CE0411	Fleet Maintenance Engineer	815-E (\$72,647 - \$115,904)
	<b><u>Proposed Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
	Fleet Maintenance Support Engineer	813-E (\$63,569 - \$101,420)

Per Career Service Rule 7-37 A – "If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board."

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

**Public Notice of Changes:**

The scheduled time for the public hearing is **Thursday, February 18, 2010 at 9:15 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday February 17, 2010**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday February 16, 2010**.



## Career Service Authority

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# Fleet Maintenance Support Engineer

### GENERAL STATEMENT OF CLASS DUTIES

Performs intermediate level engineering support work for the maintenance, repair, replacement, modification, parts supply, and ordering of specialized and heavy duty automotive equipment.

### DISTINGUISHING CHARACTERISTICS

This class performs intermediate level engineering support work. This class is distinguished from the Engineer class that performs intermediate level professional engineering work on a variety of engineering assignments with emphasis placed upon the application of engineering mathematics, principles, and practices on all phase of routine/moderately difficult engineering projects/assignments.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

No supervisory duties.

**ESSENTIAL DUTIES**

Researches, analyzes, and designs equipment and services to accomplish city functions.

Prepares specifications and cost estimates and submits to purchasing for bids.

Evaluates bids for equipment specification compliance.

Monitors the construction of new equipment, requires vendors to make changes when appropriate, And inspects equipment upon delivery.

Analyzes operational procedures for facilities, equipment, and fuel systems ensuring proper operation.

Designs equipment systems, modifications, and methods for efficient operation of fleet maintenance functions.

Monitors and ensures compliance with all federal, state, and local laws and environmental regulations for fleet maintenance operations.

Develops data, estimates costs, and prepares justifications for annual capital equipment budget.

Investigates accidents, damage, or equipment failures and initiates corrective action.

Investigates and gathers information for legal actions pertaining to vendor's non-performance.

Performs other related duties as assigned or requested.

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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.

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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge, & Skills:***

**General Engineering** – Knowledge of the concepts, principles, and theories of engineering and their practical applications.

**Materials Engineering** – Knowledge of the concepts, principles, theories, and methods related to the composition, structures, and properties of materials, their use, behavior, and performance under environmental influences and the identification, processing, and manufacture of optimal materials for various applications.

**External Awareness** – Identifies and understands economic, political, and social trends that affect the organization.

**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, and advises others on technical issues.

**Decision Making** - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

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

**Financial Management** – Prepares, justifies, and/or administers the budget for project area, plans, administers, and monitors expenditures to ensure cost-effective support of project policies, and assesses financial conditions.

**Influencing/Negotiating** – Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.

**Planning and Evaluating** – Organizes work, sets priorities, and determines resource requirements, determines short- or long-term goals and strategies to achieve them, coordinates with other organizations or parts of the organization to accomplish goals, and monitors progress and evaluates outcomes.

**Interpersonal Relationship and Service Orientation** – Demonstrated competency in working with a wide range of government departments with diverse business needs, interests, expectations, and requirements.

**Oral Communication** - Clearly communicates and explains organizational and program policies and work assignments to staff and communicates information about the program area's activities to peers, higher-level managers, administrative staff of other organizations, and internal and external customers.

**Written Communication** - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner appropriate for context, time, and place. Written materials are of a routine nature and affect the immediate program area(s).

**Interpersonal Skills** - Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff from other organizations, internal and external customers, and local stakeholder groups to accomplish a program's mission. Adapts approach to different people and situations.

**Problem Solving** – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

**Performance Assessment** – Knowledge of the principles, methods, and tools for conducting performance assessment to enhance and validate project performance and user acceptance.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

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

Sitting: remaining in the normal seated position.  
Climbing: ascending or descending objects usually with hands/feet.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Far acuity: ability to see clearly at 20 feet or more.  
Near acuity: ability to see clearly at 20 inches or less.  
Color Vision: ability to distinguish and identify different colors.

**Working Environment:**

Pressure due to multiple calls and inquiries  
Subject to many interruptions

**Education Requirement:**

Bachelor's Degree with major course work in automotive or mechanical engineering.

**Experience Requirement:**

Three years of experience in applying engineering principles to operational problems, equipment, or other resources.

**Education/Experience Equivalency:**

Additional appropriate education may be substituted for one year of the minimum experience requirement.

**Licensure and/or Certification:**

Possession of a valid driver's license at the time of application.

**CLASS DETAIL**

**FLSA CODE:** Exempt

**ESTABLISHED DATE:** 09/16/1995

**REVISED DATE:** xx/xx/2010

**REVISED BY:** Patricia Anderson

**CLASS HISTORY** This class was revised and updated and placed in the new class specification format as part of the Engineer/Architect Study, 2009.