



Office of Human Resources  
Fleet Technician I - CJ3075  
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### General Statement of Duties

Performs entry level service and preventive maintenance and minor repair work on a variety of fleet and turf vehicles and equipment and receives training on routine repair work.

### Distinguishing Characteristics

This is the first 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.

### Essential Duties

Inspect equipment brought to shop for structural integrity and other potential safety and maintenance problems.

Repair or replaces worn parts not requiring major mechanical work. Identifies and reports to supervisor any major problems requiring mechanical attention.

Inspect primary and auxiliary operating systems for loose and worn parts, hydraulic systems for faulty cylinders, hoses, or fittings, and air systems.

Inspect equipment for proper fluid levels, adds fluid as necessary, and replaces filters.

Replace air compressor filters and air lines.

Lubricate auxiliary attachments, suspensions, moving parts, and wearing surfaces on equipment.

Remove, repairs, and replaces wheels and tires on equipment.

Respond to emergency road service on tires, tubes and wheels of specialized and heavy-duty automotive equipment, utilizing hydraulic jacks and lifts.

Remove and replaces sealed beam lighting units, light bulbs, light bars, and fuses.

Operate all types of vehicles and equipment to servicing and storage areas.

Wash and steam cleans equipment and cleans work area.

Assist higher level technicians on routine to complex shop duties and repairs.

Observe all common safety practices.

By position, participates in snow removal duties.

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

Performs other related 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

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Mathematical Reasoning - Understanding of basic math that will be used on the job: counting, adding, subtracting and multiplying to include shift and schedule.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

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

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### Knowledge & Skills

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

Knowledge of procedures for operating motor vehicles including cars and trucks.

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

### Level of Supervision Exercised

None

### Education Requirement

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

### Experience Requirement

One (1) year of experience in the maintenance of gasoline, diesel, and/or alternative/hybrid powered equipment or one year of experience in the repair of tires, tubes, wheels, hydraulic brakes, air brakes, and/or parking brake systems in an automotive repair shop or fleet department.

### Education & Experience Equivalency

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

**Licensure & Certification**

By position, 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, requires an ASE Airbrake Certification as mandated by federal regulations.

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

By position, requires 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, requires 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.):

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.  
Climbing: Ascending or descending an object or ladder.  
Color vision: Ability to distinguish and identify different colors.  
Crawling: Moving about in a low or crouched position.  
Crouching: Positioning body downward and forward.  
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Field of Vision: Ability to sharply detect or perceive objects peripherally.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Kneeling: Assuming a lowered position.  
Lifting: By position, moving objects weighing no more than 50 pounds, or 100 pounds from one level to another.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing: Exerting force upon an object so that it moves away from the person.  
Reaching: Extending the hands and arms or other device in any direction.  
Repetitive motions: Making frequent or continuous movements.  
Sitting: Remaining in a stationary position.  
Standing: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Talking: Communicating ideas or exchanging information.  
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.  
Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record  
Licenses/Certification

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** J-617  
**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.