



Office of Human Resources
Fleet Technician III - CJ3077
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General Statement of Duties

Performs full performance journey level fleet technician work in the maintenance, repair, major overhaul, fabrication, and/or collision repair to a wide variety of fleet and turf vehicles and equipment.

Distinguishing Characteristics

This is the third 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 vehicles and equipment and using a variety of fuel technologies including gasoline, diesel, electric, CNG, and other alternative sources. Positions in this classification series are 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

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

Prepare and maintain documentation, records, and reports. Prepare inspection reports to identify and document vehicle accident damage and needed repairs. Coordinate 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.

Diagnose and repair gasoline, diesel, and 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.

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

Diagnoses, repairs, and maintains 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, troubleshoot, repair, and maintain mechanical and hydraulic steering systems and perform 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, and repair passive (airbags) and 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.

By position, coordinate equipment requirements with police officers. Inspects civilian vehicles, conduct seized vehicle inspections for contraband and provides expert testimony for police investigations.

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

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

By position, coordinate with body shop to assist with estimating undercarriage, suspension and structural damage.

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

By position, participate in snow removal duties.

By position, train and review the work of lower level technicians. Assists higher-level technicians.

By position, works as a customer service liaison performing vehicle intake and monitoring and updating repair progress to the customer.

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

Performs 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

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.

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 materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Self Management - Sets well-defined and realistic personal goals; displays a high level of initiative effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

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 system malfunctions to determine the source and cause of problem.

Knowledge & Skills

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

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

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

Knowledge of Computerized Maintenance Management System (CMMS).

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

Knowledge of the practices, methods, materials and tools used in the repair and maintenance of automotive equipment sufficient to be able to diagnose, repair and overhaul a wide variety of automotive equipment.

Skill in using a full range of tools and machine shop equipment common to automotive diagnosis, maintenance and repair.

Skill in diagnosing, maintaining and repairing combustion engines, including electronic engine control and fuel injection systems, carburetion, and emission controls.

Skill in diagnosing and repairing electrical, heating, air conditioning, braking and hydraulic systems.

Skill in minor vehicle repair and preventive maintenance.

Level of Supervision Exercised

None

Education Requirement

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

Experience Requirement

Four (4) 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

By position, requires a valid Driver's License at the time of application.

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

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

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

By position, requires 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 hazardous chemicals.

Potential exposure to infections and contagious diseases.

Subject to hazards of flammable, explosive gases.

Potential exposure to cold weather conditions (indoor/outdoor).

Potential exposure to housekeeping/cleaning agents/chemicals.

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

Potential exposure to hazards of steam and heat.

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

Subject to burns and cuts.

Subject to electrical and radiant energy hazards.

Subject to injury from moving parts of equipment or vehicles.

Subject to many interruptions.

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

Assessment Requirement

Performance Test

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-621

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.