

CITY OF THE COLONY Status: Non-Exempt Supervised By: Fleet Services Manager	TECHNICIAN II	FLEET SERVICES Revised: 04/2015
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JOB SUMMARY
Perform maintenance and service of city automotive and industrial equipment with the department goal in mind at all times of <i>excellent customer service</i> . Reports directly to the Lead Technician for assignment of duties. If Lead Technician is out will report to the next level of supervision available.

ESSENTIAL DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Perform preventive maintenance and minor repairs for all city owned vehicles and equipment including mounting and balancing tires. 2. Perform complex diagnostics of vehicle problems and perform the necessary repairs. 3. Chasing parts and assisting in stocking parts may be required if instructed by supervisor. 4. Assist in repairing building or grounds area as instructed by supervisor. 5. Assist with the housekeeping of the building and facilities as instructed by supervisor. 6. May be required to be on-call and able to respond to emergencies in forty-five minutes or less; and will be expected to work over-time as necessary. 7. Pick up and deliver vehicles from dealerships and other vendors as necessary. 8. Assist with training new hires as instructed by supervisor. 9. Must have own personal tools. 10. Technician II must continue training as required. 11. Must be able to lift and carry up to 60 pounds. 12. Must be able to crawl under, over, or on vehicles/equipment as necessary for repairs and maintenance. 13. Must be able to communicate effectively and courteously with community, vendors, other employees and supervisors over the telephone, in writing, or in person. 14. May be required to perform other job duties as assigned. 15. Must wear City issued uniforms and maintain professional appearance. 16. Must be able to work under adverse weather conditions.

KNOWLEDGE, SKILLS, AND ABILITIES
Must be able to follow written or verbal instructions. Must be able to read and understand maps. Must be able to use hand tools and air-operated equipment. Must be skilled in the use of diagnostic equipment such as scanners; exhaust analyzers and graphic meters to diagnose problems with vehicles and equipment. Must be able to use parts and service manuals and all data type database programs for information and repair procedures. Must have computer skills and be able to type text on repairs into the fleet software.

EDUCATION, EXPERIENCE AND CERTIFICATION
High school diploma or GED is a requirement. Must hold a valid Texas drivers license with an acceptable driving record. Must have a minimum of five years' experience in automotive/heavy duty repair and maintenance. Must have at least three ASE certifications. Must obtain a class B CDL license within six months. Preferred skills are ASE certifications in: T5 truck steering, T4 brakes, A6 automotive electronics, A8 engine performance, A1 engine repair, A7 heating and air conditioning, A2 automatic transmission, and A3 manual transmission. Prefer CDL class A driver's license. Previous experience with fire equipment preferred.

CERTIFICATION	
Employee Signature:	Date Signed:
Immediate Supervisor And/or Department Head:	Date Signed: