

## **SENIOR FLEET SERVICES TECHNICIAN**

### **DEFINITION**

Under general supervision, assigns, directs and reviews the maintenance and repair of light vehicles; performs skilled mechanical repair work; performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This class is the working lead level class in the Fleet Services Technician series with responsibility for providing direction and training to Fleet Services Technicians and others in the Fleet Services Shop. This class is distinguished from the Fleet Services Supervisor, which is a shop supervisor responsible for vehicle repair activities in the shop.

### **EXAMPLE OF JOB DUTIES (Illustrative only)**

- Provides lead direction, training and work review to employees assigned to troubleshoot, overhaul, repair light vehicles; organizes and assigns work, sets priorities and follows completion of assigned work.
- Provides input into selection decisions, performance evaluations and disciplinary matters.
- Inspects and evaluates vehicles; prepares work orders; estimates time and materials requirements.
- Provides technical assistance to staff, reviews and evaluates completed work.
- Reads and interprets shop manuals and specifications in performing work; overhauls, repairs and maintains vehicles, engines, driveline components, ABS brake systems, on board diagnostic system, use of advanced driveability software, steering components, fuel injection systems.
- Instructs and provides for the training of staff in work methods, use of tools and equipment and relevant safety precautions.
- Prepares and maintains a variety of reports and records, including timecards, worksheets, work orders, reports, maintenance requests, etc.
- Directs the ordering and maintenance of an adequate parts inventory to accomplish assigned jobs.
- Responds to questions and complaints from other departments and divisions.
- Recommends special work required or necessary vehicle maintenance; obtains estimates for required services and materials and recommends vendors.
- Ensures appropriate safety precautions and equipment are being utilized; conducts safety meetings; ensures appropriate accident reports are filed.
- Schedules and coordinates activities with other County departments and outside vendors; serves as liaison between user departments and staff regarding policies and procedures and to resolve problems.
- Drives vehicles and operates a wide variety of vehicles; tests vehicles.
- Responds to emergency situations as necessary.
- Utilizes personal computers to track equipment maintenance and repair for cost and scheduling.

## **QUALIFICATIONS**

### **Knowledge of:**

Basic supervisory principles and practices.

Techniques, methods, materials, tools and equipment used in the overhaul, repair and maintenance of light vehicles.

Principles and practices of purchasing materials and outside services.

Safe work methods and safety practices pertaining to the work.

Operation and maintenance of a wide variety of equipment, hand, shop and power tools used in the work.

Relevant codes and regulations.

Computer applications related to the work.

### **Skill in:**

Planning, assigning, directing and reviewing the work of others.

Training others in work procedures.

Performing highly skilled mechanical and vehicle repair work.

Preparing and maintaining a variety of accurate written records and reports pertaining to the work.

Reading and interpreting plans and specifications and manuals.

Operating and maintaining equipment and tools used in the field.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Identifying and implementing effective courses of action to complete assigned work.

Coordinating work assignments with other divisions, departments and agencies.

### **Other Requirements:**

Must regularly lift and remove or install parts weighing up to sixty (60) pounds. Must be willing to work night and weekend shifts.

### **Education and Experience:**

Two years of journey level experience in the maintenance and repair of light vehicles at a level equivalent to the County's class of Fleet Services Technician II.

**NOTE:** The above qualifications are typically accepted ways of obtaining the required knowledge and skill.