

EQUIPMENT MAINTENANCE SPECIALIST VEHICLE REPAIR SPECIALIST

SUMMARY/PURPOSE:

Perform the necessary tasks to maintain and repair City-owned vehicles and equipment. Under minimal supervision Inspect, diagnose, repair, rebuild and maintain gas and diesel powered passenger vehicles, vans, SUV's and Light Trucks (Class 1 & 2), including attachments and accessories.

DISTINGUISHING FEATURES OF THE CLASS

This position differs from the Vehicle Maintenance Technician by assignment of duties and necessary supervision. This classification is distinguished from the Vehicle Maintenance Technician by the proficient performance of the full range of duties as assigned including performing highly skilled and complex mechanical repairs working independently and applying developed knowledge, judgment, and initiative. Employees at this level receive only occasional instruction or assistance as new situations arise, and are fully aware of the operating procedures and policies within Fleet Services. Type and complexity of work allowed. The Vehicle Repair Specialist works with greater independence and minimal instruction or assistance. This position serves as a trainer and mentor to the Vehicle Maintenance Technician.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)FUNCTIONS:

1. Inspect and maintain gas- and diesel-powered automotive, construction, and motorized stationary equipment. Perform highly skilled and complex mechanical repairs of assigned vehicles and equipment.
- 3.2. _____* Inspect and operate vehicles and equipment to determine necessity, complexity, and completion of repair work.
- 4.3. _____* Determine and perform routine maintenance on vehicles and equipment in accordance with maintenance schedules.
- 5.4. _____* Clean and maintain vehicles, equipment, tools, and the work area as necessary.
5. _____* Diagnose and repair malfunctions in vehicles and equipment.
6. Perform safety inspections of vehicles and equipment
7. _____* Perform repair work on vehicle bodies, interiors, and related instruments and equipment.
8. _____* Perform emergency & after hours road repairs as necessary.
9. _____* Assist Perform in the overhaul of engines, transmissions, differentials, hydraulic systems, steering mechanisms, and suspension systems.
10. _____* Remove and/or replace engines, transmissions, plows, and other major components and accessories used with vehicles and equipment.
11. _____* Maintain all required written and electronic records.
12. _____ Train and mentor Vehicle Maintenance Technician in all phases of work including the operation of equipment, use of tools and methods or procedures of work specific to the operation.
13. Recommend improved work methods and procedures, assist in training employees.
14. _____ Maintain continuing education to stay current on rapidly changing vehicle and component technologies and standards.
15. Ability to assist Industrial Equipment Technician in repair of 2 & 4 cycle gas and diesel-powered equipment.
16. Perform related duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
The requirements listed below are representative of the knowledge, skills, and abilities
required. ~~MINIMUM QUALIFICATIONS~~

1. ~~—~~ Education & Experience Requirements:

- ~~A. +~~ Two years of verifiable experience maintaining and repairing a variety of vehicles, equipment, and auxiliary components; a vocational degree in an appropriate discipline may be substituted for one year of that experience. ~~Two-year automotive mechanic technology degree AND;~~
- ~~B. 5 years of verifiable experience performing complex repair and maintenance in an established repair facility AND;~~
- ~~C. ASE Master Technician Certification~~

- ~~B. +~~ Possession of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.

2. License Requirement

- ~~A. -~~ Possession of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.
- ~~B. -~~ Ability to obtain and maintain forklift certification.
- ~~C. -~~ Ability to ~~Must obtain~~ have DOT inspection certification within probation period ~~OR obtain it to complete probation.~~

2.3. ~~—~~ Knowledge Requirements:

- ~~B.A. +~~ Extensive ~~K~~ knowledge of the principles, methods, equipment, and tools used in the maintenance and repair of vehicles and equipment.
- ~~C.B. +~~ Knowledge of all applicable safety standards and procedures.
- ~~D.C. +~~ Knowledge of Minnesota driving laws.

3.4. ~~—~~ Skill Requirements ~~KILLS:~~

- ~~B.A. +~~ Skill in inspecting and diagnosing malfunctioning vehicles and equipment.
- ~~C.B. +~~ Skill in performing routine maintenance on vehicles and equipment.
- ~~D.C. +~~ Skill in performing repair work on vehicles and equipment.
- ~~E. +~~ Skill in disassembling and assembling vehicles, equipment, and system components.
- ~~D.~~
- ~~F. +~~ Skill in the use of hand and power tools.
- ~~E.~~

4.

~~—~~ ABILITIES:

- ~~A. +~~ Ability to read and interpret technical manuals.
- ~~B. +~~ Ability to record information concerning vehicles and equipment using the appropriate system or form.
- ~~C. +~~ Ability to use computerized diagnostic and repair equipment.
- ~~D. +~~ Ability to attend work on a regularly scheduled basis and to work shifts and overtime as necessary.

- ~~E. + Ability to acquire increasingly complex mechanical and repair skills.~~
- ~~E. + Ability to work outside year around in inclement weather.~~
- ~~E. + Ability to establish and maintain effective working relationships with coworkers.~~
- ~~E. + Ability to acquire and maintain a valid Minnesota Class A or B Driver's License or privilege if required.~~
- ~~E. + Ability to perform HEAVY work (lifting 100 pounds maximum and/or frequently lifting and/or carrying objects weighing up to 50 pounds).~~

5. Ability Requirements

- A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- B. Ability to read and interpret technical manuals.
- C. Ability to record information concerning vehicles and equipment using the appropriate system or form.
~~ion concerning vehicles and equipment using the appropriate system or form.~~
- ~~Ability to use computerized diagnostic and repair equipment.~~
- D. Ability to attend work on a regularly scheduled basis and to work shifts and overtime as necessary.
~~Ability to acquire increasingly complex mechanical and repair skills.~~
- ~~E. Ability to work outside year around in inclement weather.~~
- F. Ability to establish and maintain effective working relationships with coworkers.
- G. Ability to acquire and maintain a valid Minnesota Class A or B Driver's License or privilege if requested. red.

6. Physical Ability Requirements

- A. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
- B. Ability to work outside year around in inclement weather.
- C. Ability to attend work on a regular basis.
- A-D. Ability to perform heavy work (lifting 100 pounds' maximum and/or frequently lifting and/or carrying objects weighing up to 50 pounds).

HR: CT	Union: Basic	EEOC: Skilled Craft Workers	CSB: 07/22/2002	Class No: 4430
WC: 5506	Pay: 25	EEOF: Streets/Highways	CC: 08/12/2002	Resolution: 02-0506R

~~*Essential functions of the classification.~~
~~+ Job requirements necessary on the first day of employment.~~

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