



Human Resources

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DATE: September 6, 2022
TO: Civil Service Board
FROM: Laura Dahl
Human Resources Generalist
SUBJECT: Revised Job Classification of Vehicle Maintenance Technician

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF VEHICLE MAINTENANCE TECHNICIAN.

Background Information/Summary of Job

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills, and abilities (KSAs) required to perform those duties.

In addition to the revision of the classification specific duties and KSAs, the Human Resources team has created standardized language that is included in all job descriptions and varies slightly based on their level of responsibility. You will see those language additions throughout the revised descriptions, including two new sections regarding supervision received and supervision given.

The Vehicle Maintenance Technician was last revised in 2017. The purpose of this position is to perform a variety of basic maintenance and repairs of gas and diesel powered passenger vehicles, vans, SUVs, and Light Trucks. The changes to the job description are very minimal.

The job classification was discussed with the Basic Union and incumbents, and all are agreeable to the proposed job description.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Vehicle Maintenance Technician.

Vehicle Maintenance Technician

SUMMARY/PURPOSE

To perform a variety of basic maintenance and repairs of gas and diesel powered passenger vehicles, vans, SUVs, and Light Trucks (Class 1, 2 and 3).

DISTINGUISHING FEATURES OF THE CLASS

This classification is distinguished from the Vehicle Repair Specialist by the amount of guidance and instruction needed to perform duties as assigned and is not expected to function at the same proficiency or skill level as the Vehicle Repair Specialist. This position exercises less independent discretion and judgment related to work procedures and methods and is a journey-level position tasked with ensuring vehicles and equipment are fully functional and available for use in the best possible condition.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform basic inspection, repair, and preventative maintenance on vehicles and equipment including, but not limited to lubrication and oil changes, battery maintenance and replacement, ensuring proper fluid levels, tire changes and repair, brake maintenance and repair, suspension maintenance and repair, changing spark plugs, light bulbs, belts, and other basic vehicle repairs.
2. Perform DOT and safety inspections of vehicles and equipment.
3. Perform routine repair work and inspections, and immediately report any safety concerns or priority work discovered to the Leadworker or Vehicle Repair Specialist.
4. Perform basic auto electrical work (battery/charging issues, lighting, ignition issues).
5. Perform road testing, pickup, and delivery of vehicles to customers, on the road repairs.
6. Perform emergency and afterhours vehicle repairs as necessary.
7. Clean and maintain vehicles, equipment, tools, and the work area as necessary.
8. Maintain all required records using computerized recordkeeping systems. Document work completed, track labor time for each work code, document parts and fluids consumed.
9. Assist other technicians in the completion of their tasks by providing technical or physical assistance.
10. Assist in looking up or ordering parts required for repairs to equipment.
11. Complete cost estimates for time, labor and materials so the supervisor can prioritize, budget and schedule equipment repair projects in an efficient manner.
12. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
13. Other duties may be assigned.

JOB REQUIREMENTS

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

1. Education & Experience Requirements
 - A. Vocational Degree in automotive technology, diesel engine repair, or a related professional field; OR a minimum of two (2) years of related education and/or full-time, verifiable

professional experience performing basic repair and maintenance on passenger vehicles and trucks in an established repair facility.

2. License Requirements

- A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
- B. Must obtain ASE Certifications for A5—Brakes and A4—Steering and Suspension and maintain during the probation period and maintain certification thereafter.
- C. Must obtain forklift certification during the probation period and maintain certification thereafter.
- D. Must obtain a MN DOT Inspector's Certification during the probation period and maintain certification thereafter.
- E. Additional ASE certification in the Automotive/Light Truck Series (A Series) is preferred.
- F. Class A or B driver's license or privilege is preferred.

3. Knowledge Requirements

- A. Thorough knowledge of vehicle preventative maintenance tasks, braking systems and steering and suspension systems.
- B. General knowledge of vehicle engine performance and electronic systems.
- C. General knowledge of the principles, methods, equipment, and tools used in the maintenance and repair of vehicles and equipment.
- D. General knowledge of the operation and maintenance of a variety of hand, power, mechanical and computer diagnostic tools and equipment.
- E. General knowledge of the computer applications related to Fleet Services operation.
- F. Knowledge of problem-solving and conflict-resolution techniques.
- G. Knowledge of applicable safety requirements.
- H. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill in inspecting and diagnosing malfunctioning vehicles and equipment.
- B. Skill in performing routine maintenance on vehicles and equipment.
- C. Skill in performing repair work on vehicles and equipment.
- D. Skill in disassembling and assembling vehicles, equipment, and system components.
- E. Skill in the use of hand and power tools
- F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- G. Skill in managing one's own time.
- H. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to read and interpret technical manuals.
- B. Ability to record information in the proper manner in both written work orders and computer databases.
- C. Ability to acquire increasingly complex mechanical and repair skills.
- D. Ability to work outside in inclement weather.
- E. Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.
- F. Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.
- G. Ability to identify wires and other parts by color and other identifying information.
- H. 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.
- I. Ability to communicate and interact effectively with members of the public.
- J. Ability to communicate effectively both orally and in writing.
- K. Ability to understand and follow instructions.

- L. Ability to problem-solve a variety of situations.
- M. Ability to set priorities and complete assignments on time.
- N. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Service/Maintenance	CSB:	Class No: 4437
WC: 5506	Pay:	EEOF: Streets/Highways	CC:	Resolution:

Vehicle Maintenance Technician

SUMMARY/PURPOSE

~~Under general supervision,~~ To perform a variety of basic maintenance and repairs of gas and diesel powered passenger vehicles, vans, SUVs, and Light Trucks (Class 1-~~8~~, 2 and 3).

DISTINGUISHING FEATURES OF THE CLASS

This classification is distinguished from the Vehicle Repair Specialist by the amount of guidance and instruction needed to perform duties as assigned and is not expected to function at the same proficiency or skill level as the Vehicle Repair Specialist. This position exercises less independent discretion and judgment related to work procedures and methods and is a journey-level position tasked with ensuring vehicles and equipment are fully functional and available for use in the best possible condition.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES ~~(other duties may be assigned)~~

1. Perform basic inspection, repair, and preventative maintenance on vehicles and equipment including, but not limited to: lubrication and oil changes, battery maintenance and replacement, ~~ensures~~ensuring proper fluid levels, tire changes and repair, brake maintenance and repair, suspension maintenance and repair, changing spark plugs, light bulbs, belts, and other basic vehicle repairs.
2. Perform DOT and safety inspections of vehicles and equipment.
3. Perform routine repair work ~~based on~~and inspections, and immediately report any safety concerns or priority work discovered to the Leadworker or Vehicle Repair Specialist.
4. Perform basic auto electrical work (battery/charging issues, lighting, ignition issues).
5. Perform road testing, pickup, and delivery of vehicles to customers, on the road repairs.
6. Perform emergency and afterhours vehicle repairs as necessary.
7. Clean and maintain vehicles, equipment, tools, and the work area as necessary.
8. Maintain all required ~~written and electronic~~ records using computerized recordkeeping systems. Document work completed, track labor time for each work code, document parts and fluids consumed.
9. ~~Perform related~~ Assist other technicians in the completion of their tasks by providing technical or physical assistance.
10. Assist in looking up or ordering parts required for repairs to equipment.
11. Complete cost estimates for time, labor and materials so the supervisor can prioritize, budget and schedule equipment repair projects in an efficient manner.
12. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- 9,13. Other duties as ~~may be~~ 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.

1. Education & Experience Requirements

- ~~A. Vocational Degree as an Automotive Service Technician, Automotive Technician in automotive technology, diesel engine repair, or a related, AND one (1) year professional field; OR a minimum of two (2) years of related education and/or full-time, verifiable professional experience performing basic repair and maintenance on passenger vehicles and trucks in an established repair facility; OR,~~
 - ~~B. A combination of three (3) years of education, experience, or training considered by Human Resources to be equivalent to the above.~~
2. License Requirements
 - ~~A. Possession of Possess and maintain a valid Minnesota Class D driver's license or equivalent privilege.~~
 - ~~B. Ability to Must obtain and maintain ASE Certifications for A5—Brakes and A4—Steering and Suspension and maintain during the probation period and maintain certification thereafter.~~
 - ~~C. Must obtain forklift certification within during the probation period and maintain certification thereafter.~~
 - ~~D. Must obtain a MN DOT Inspector's Certification during the probation period and maintain certification thereafter.~~
 - ~~E. Additional ASE certification in the Automotive/Light Truck Series (A Series) is preferred.~~
 - ~~B-F. Class A or B driver's license or privilege is preferred.~~
3. Knowledge Requirements
 - ~~A. Intermediate level of troubleshooting and repair practices and principles.~~
 - ~~A. Thorough knowledge of vehicle preventative maintenance tasks, braking systems and steering and suspension systems.~~
 - ~~B. General knowledge of vehicle engine performance and electronic systems.~~
 - ~~B-C. General knowledge of the principles, methods, equipment, and tools used in the maintenance and repair of vehicles and equipment.~~
 - ~~C. General knowledge of all applicable safety standards and procedures.~~
 - ~~D. the operation and maintenance of a variety of hand, power, mechanical and computer diagnostic tools and equipment.~~
 - ~~E. General knowledge of the computer applications related to Fleet Services operation.~~
 - ~~F. Knowledge of problem-solving and conflict-resolution techniques.~~
 - ~~G. Knowledge of applicable safety requirements.~~
 - ~~H. Knowledge of, or the ability to learn, City policies and procedures.~~
- ~~E.~~
4. Skill Requirements
 - A. Skill in inspecting and diagnosing malfunctioning vehicles and equipment.
 - B. Skill in performing routine maintenance on vehicles and equipment.
 - C. Skill in performing repair work on vehicles and equipment.
 - D. Skill in disassembling and assembling vehicles, equipment, and system components.
 - E. Skill in the use of hand and power tools.
 - F. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - G. Skill in managing one's own time.
 - H. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
 - A. Ability to read and interpret technical manuals.
 - B. Ability to record information in the proper manner in both written work orders and computer databases.
 - C. Ability to acquire increasingly complex mechanical and repair skills.
 - D. Ability to work outside in inclement weather.
 - E. Ability to position the body to effect repairs in confined spaces, such as underneath dashboards, under vehicles, etc.

- F. Ability to reach, hold, position, maneuver, and operate hand tools and replacement parts.
G. Ability to identify wires and other parts by color and other identifying information.
A-H. 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-A. Ability to read and interpret technical manuals.~~
I. Ability to communicate and interact effectively with members of the public.
~~C-J. Ability to record information about vehicles communicate effectively both orally and equipment using the appropriate system or form in writing.~~
~~D-A. Ability to acquire increasingly complex mechanical and repair skills.~~
~~E-K. Ability to acquire understand and maintain a valid Minnesota Class A or B Driver's License or privilege if requested follow instructions.~~

6-L. Physical Ability Requirements to problem-solve a variety of situations.

A-M. Ability to transport oneself to, from, and around sites of projects, tests, and other set priorities and complete assignments on time.

• Ability to work outside year around in inclement weather.

X-N. Ability to attend work on a regular basis as scheduled and/or required.

Ability to perform HEAVY

Physical Demands

A-The work (requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting 100 pounds maximum and/or frequently lifting and/or carrying heavy objects weighing up to over 50 pounds), and crouching or crawling in restricted areas.

HR: HD	Union: Basic	EEOC: Service/Maintenance	CSB: 06/06/2017	Class No: 4437
WC: 5506	Pay: 25	EEOF: St/Highways	CC: 06/26/2017	Resolution: 17-0481R

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

HR: LD	Union: Basic	EEOC: Service/Maintenance	CSB: _____	Class No: 4437
WC: 5506	Pay: _____	EEOF: Streets/Highways	CC: _____	Resolution: _____