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**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW\*\***

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**PURPOSE OF THE CLASSIFICATION:** Under general supervision, performs highly skilled problem diagnosis and specialized mechanical repair work on a variety of complex types of automotive and related fleet equipment, and works with shop supervisor to direct activities of a shop crew by assisting with the planning of work activities, adhering to safety practices, policies and regulations; and other related assigned duties as assigned.

**ESSENTIAL TASKS:**

- Oversees team in proper safety methods and procedures during all repairs and maintenance activities including ensuring required documentation.
- Monitors crew member's daily work efforts to ensure efficiency and quality of repairs, including final quality check before unit is placed back into service.
- Serves as team lead by providing technical guidance, on-the-job-training and coaching for crew.
- Assists with the evaluation of subordinate crew
- Performs and coordinates journeyman level diagnosis, maintenance and repair of automotive and heavy equipment including overhaul and repair of gasoline and diesel engines, transmissions and drive trains, heating and cooling systems, alignments, clutches, brake systems (including air brakes), differentials, exhaust systems, electrical systems, fuel systems, and a variety of small engine driven equipment.
- Coordinates and performs scheduled and preventative maintenance and repairs of equipment and performs equipment inspections to determine safety conditions and extent of repair work needed
- Reviews and determines required repair and maintenance needs, updating work orders in fleet management information system (FMIS), and provides accurate estimates of labor and repair costs
- Assists with scheduling and prioritizing shop work flow and tech assignments for maintenance and repairs
- Coordinates and/or performs field maintenance and repairs utilizing shop personnel or outside vendors.
- Troubleshoots and diagnoses complex and unique vehicle problems and provides required specialized repairs, independently or by assisting the efforts of subordinate technicians.
- Prepares reports and records using a computerized FMIS and maintains parts and equipment inventory levels and updates tracking systems
- Maintains organization, safety, and cleanliness of work area and related equipment and tools
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Meet one of the following:

1. (a) Graduation from high school or possession of a General Educational Development Certificate (GED); and,  
(b) Either a minimum of two (2) years of vo-tech/post secondary automotive or diesel mechanical training and six (6) years dealer-level or large fleet experience; or eight (8) years experience working as a skilled mechanic in a dealer-level or large fleet organization; or,
2. An equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

**PAY INCREASE OPPORTUNITIES**

1st Proficiency: Employee will be eligible for a 1-step pay increase after obtaining the Advance Learning Diploma in Supervision and working six (6) months as a Lead Technician.

2nd Proficiency: Employee will be eligible for a second 1-step pay increase after completing 12 accredited college hours and working 12 months as a Lead Technician.

3rd Proficiency: Employee will be eligible for a third 1-step pay increase after completing 18 accredited college hours and working 24 months as a Lead Technician.

Knowledge, Abilities, and Skills:

Knowledge of:

- Considerable knowledge of modern methods, tools, and equipment of the automotive trade; considerable knowledge of the operating principles and mechanics of vehicle systems and components, including heavy equipment
- Good knowledge of hydraulic equipment systems and electronic controls; and considerable knowledge of the occupational hazards and safety precautions of the trade.
- Working knowledge of fleet operations, safety practices and computers.

Ability to:

- Ability to perform heavy manual labor in rather inaccessible spaces
- Ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information
- Technical ability to communicate with, assist, and mentor lower classification mechanics with the goal of helping them to grow in their knowledge and mechanical abilities.

Skill in:

- Skill in the operation and maintenance of light and heavy automotive equipment
- Skill in the proper use of journeyman level tools and equipment used in the automotive and mechanical trade
- Skill in locating, diagnosing and repairing complex mechanical, hydraulic, and electrical defects in automotive and related mechanical equipment
- Skill in time management and work prioritization.

Physical Requirements: Physical requirements include standing and walking; frequent lifting, carrying, pushing, and exerting up to 100 points of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly; frequent balancing, kneeling, bending, reaching, handling, feeling, smelling, and twisting; occasional crawling, and climbing; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates:

- a) Must possess and maintain current certification as an Automotive Service Excellence (ASE) Master in either Medium/Heavy Truck (T series) or Automobile & Light Truck (A series) of must obtain within twelve (12) months of date of hire
- b) Must obtain Motor Vehicle A/C license valid under section 609 of the Clean Air Act by an EPA-approved program within 6 months
- c) Must obtain a Forklift Operator's License within 12 months of hire.
- d) Some positions within this classification will be required to possess a valid Oklahoma Class "A" Commercial Driver's License (CDL) within 12 months of hire.
- e) *Applicant must possess an unrestricted driver's license with a clean driving record and a strong technical performance record.*

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors, and



**Class Code: 3585**

## **CLASS TITLE | FLEET TECHNICIAN LEAD**

**PAY GRADE: AT-32 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)**

**Effective Date : 11/09/2022**

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in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, insect bites, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas, extreme heights and required to be on 24-hour standby, subject to mandatory callback and overtime.

**EEO Code: N-03**

**Group: Labor and Trades**

**Series: Equipment and Plant Management**