

**City of Waterville, Maine  
Position Description**

**Position Title: FLEET MAINTENANCE TECHNICIAN**

**Department: Public Works**

**Grade Level:**

**FLSA Status: Non-Exempt**

**Reports to: Garage Foreman**

**OVERVIEW OF POSITION**

This is a skilled position involving the maintenance and repair of a wide variety of vehicles and motorized equipment owned and operated by the City of Waterville. Work is independently performed under the general supervision of a team leader or the Garage Foreman. Duty Hours may vary depending on mission requirements.

**Location:** The position is located at the Public Works Garage at the Public Works facility located at Wentworth Court.

**ESSENTIAL JOB FUNCTIONS**

(The following are illustrative of duties and responsibilities associated with this position and are not intended to be all-inclusive.)

Performs preventative maintenance, repairs, and overhauls on vehicles and motorized equipment assigned to the City fleet to include both gasoline and diesel engines.

Inspects, adjusts, repairs and/or replaces parts and systems on vehicles and motorized equipment assigned to the City fleet.

Performs fabrication, structural repair and other tasks utilizing acetylene and electrical welding equipment.

Performs road test on assigned vehicles to diagnose malfunctions and/or to perform quality assurance of repairs completed.

Responds to service calls at various work sites throughout the City and attempts to correct malfunction in the field.

Maintains work area in a well-organized, clean and orderly manner.

Properly maintains tools and assigned equipment in a fully serviceable and functional condition.

Performs basic body work on vehicles assigned to the City fleet to include cutting, sanding, patching, painting and applying body putty necessary for corrosion control and the proper operations of the fleet.

Installs and maintains accessories such as light bars, radios, mirror/wiper heaters, etc.

Operates power tools such as grinders, drill press, testing equipment, air powered tools, computer analyzer, etc.

Conducts State of Maine motor vehicle inspections on all vehicles assigned to the City Fleet. (Note 1).

Coordinates the acquisition of required parts necessary to complete assigned service orders.

Prepares and submits written reports required for the maintenance of equipment operating records, work/service records, billing records, personnel accounting records, inventory records, and safety/accident reporting records.

May be assigned to train and/or supervise the activities of personnel assigned to the apprentice grade.

### **EDUCATION AND EXPERIENCE**

Graduation from high school supplemented by vocational/technical courses in the automotive trades. Fully qualified and certified to perform all tasks assigned to this classification.

Possession of a valid Class D Motor Vehicle Inspection License from the State of Maine (Note 1).

Possession of a valid Class B Maine Drivers License (Note 1).

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the standard practices, tools and equipment associated with the automotive trades.

Considerable knowledge of the principles and operation of gas and diesel engines, drive trains, automotive electrical, hydraulic systems, cooling systems, etc.

Considerable knowledge of the proper use of tools and equipment used in the automotive and welding/metal fabrication trades.

Considerable knowledge of hazards, and of applicable safety rules and regulations for personnel safety and equipment operations.

Ability to detect and correct defects related to peak performance of vehicles.

Ability to independently observe problems and recommend solutions.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with other employees, contractors, and the public.

Ability to do basic mathematical computations.

Familiarity with the operation of computers helpful.

### **WORKING CONDITIONS**

Frequently requires bending and stooping; work on uneven ground; lifting and carrying of objects up to 50lbs; use of both feet for repetitive movements such as operating foot controls; and use of hands for repetitive movements such as grasping of hand controls, handles, tools, etc.; exposure to moving equipment and machinery; marked changes in climate conditions; and exposure to dust, fumes and gases.

Occasionally requires squatting; climbing stairs/ladders; reaching above shoulder level; crouching; kneeling; balancing; and carrying and lifting of objects up to 100lbs.

Note 1: Does not apply to those employees assigned to this job description prior to July 1, 1994. Employees are highly encouraged to obtain the necessary skills to ensure qualification for advancement.

**Physical Requirements:** The position requires the ability to walk, sit, talk, hear, stand, bend and requires the use of hands/fingers to manipulate computer keyboard and other standardized equipment. The position may require the ability to bend, reach and lift or move up to 100 pounds.

**Supervisory Responsibilities:** May provide occasional technical supervision/guidance to apprentices.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Date

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

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