



ELECTRICAL DISTRICT NO. 3 OF PINAL COUNTY
HUMAN RESOURCES DEPARTMENT
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POSITION TITLE:	Fleet Technician I, II, III ⁱ	EXEMPT STATUS	Non-Exempt
DEPARTMENT:	ED3/MSIDD Fleet Department	SALARY GRADE:	XXXXXXXXXXXXXXXXXXXXXX
LOCATION:	District Office 41630 W Louis Johnson Drive Maricopa, AZ 85138-5402	SALARY RANGE:	XXXXXXXXXXXXXXXXXXXXXX
REPORTING RELATIONSHIP:	This position reports to the Lead Fleet Technician	SUPERVISORY RESPONSIBILITY:	This position does not supervise at this time.

ED3 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, ED3 will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

JOB DESCRIPTION:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this position. Other duties may be required, assigned and expected commensurate with the needs of the District. Each employee is responsible for his/her own safety and the safety of others in the workplace.

JOB SUMMARY:

This position will report to the Lead Fleet Technician. This position performs preventative maintenance and repair of heavy-duty equipment, trucks, and light vehicles of the MSIDD/ED3 District Fleet.

ESSENTIAL DUTIES:

- Performs preventative maintenance, routine repairs, and major overhauls on gas, diesel, electrical, and computerized heavy equipment, trucks and light vehicles to ensure proper operation, including lubrication and replacement of worn parts.
- Operates specialized computer diagnostic test equipment, brake lathes, hydraulic presses and pullers, welding and cutting equipment, environmental air conditioning recovery/recharge equipment, fluid flush machines, and various hand tools to ascertain effective repairs.
- Troubleshoots, analyzes, disassembles and reassembles major equipment components; detects operational and mechanical problems during preventative maintenance. Certifies proper operation as per manufacturers' specifications.
- Applies technical expertise to specific mechanical problems and repairs. Effectively utilizes manufacturer publications and technical manuals.
- Furnishes necessary data to procure materials and maintain accurate records and reports.
- Perform a variety of major and minor vehicle and equipment repairs; perform service calls and make repairs in the field as necessary.
- Keep and update manual and computerize records related to work performed.
- Prepares reports upon request; maintains work, time, and materials records.
- Advises supervisor of the need to meet major expenses for tool equipment, supplies, and materials purchase necessary for the efficient and productive operation of the department.

- Advise supervisor of workload inconsistencies, time schedule deficiencies, and work overloading to ensure that the work objectives of the department are fulfilled according to a predetermined plan.
- Replaces wheel cylinders, relines and adjusts brakes; removes, mounts and repairs tires.
- Installs, maintains and repairs air brake systems on heavy trucks and off-road equipment.
- Performs arc and acetylene welding as required; fabricates parts as needed.
- Lubricates vehicles and changes oil and oil filters; bleeds fuel systems.
- Installs auxiliary equipment, batteries, tires, wiring, door glass, door handles and brakes.
- Maintains records of repairs made, work orders and timed worked.
- Orders parts as needed, enters data into computer system, maintains records of parts requisitions, inventory and work orders.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

Assists as assigned with the following:

- Picking up / dropping off parts or designated vehicles from / to outside vendors.
- Receiving shipments in shop area, routing to correct department or notifying of arrival / signing for items and forwarding the packing slips to accounting / purchasing.
- Receiving and enters work requests into department programs.
- Entering repair information into fleet program.
- Documenting repairs and parts charged to correct repair orders.
- Coordinating scheduling and notifications.
- Notifications of services completed.
- Tracking progress of repairs.
- Obtaining quotes as requested.
- Entering requisitions and forwarding purchase orders as awarded.
- Maintaining necessary files.
- Assisting with scheduling inspections, keeping files of all inspections and due dates for upcoming inspections.
- Coordinating rental equipment as requested.
- Coordinating pickup and delivery of vehicles/equipment repaired by outside vendors as requested.
- Tracking inventory parts.
- Oil Changes
- Tire Changes

MINIMUM AND PREFERRED QUALIFICATIONS:

Minimum Qualifications

- High School Diploma or GED.
- Must hold and maintain valid Arizona driver's license.
- Must hold and maintain a CDL. If no current CDL, must be able to obtain a CDL license with necessary endorsements within 90-days of date of hire.
- Must hold and maintain Section 609 Technician Certification to practice Refrigerant Recycling, Recovery and Reclamation as required by 40 CFR Part 82.40, or be able to obtain certification within the necessary six months of date of hire.
- Must be able to operate vehicles with either stick shift or automatic transmission.
- Must pass employment drug screening test and background check.

Requirements

- Must have the ability to work independently or as part of a crew.
- Must have the ability to perform corrective action in emergency situations.
- Must have critical thinking and problem solving skills.
- Working knowledge of basic computer programs such as word processing, spreadsheet, and email.
- Knowledge of the methods, tools, and equipment used in the repair of vehicles and equipment.
- Knowledge of safety standards and practices in a shop environment.
- Skill in diagnosing and repairing mechanical, brake, fuel, and electrical defects in a wide variety of automotive and heavy duty truck equipment.

- Skill in reading technical manuals and specifications.
- Skill in the safe use of tools, materials, and equipment used in vehicle and equipment maintenance.
- Skill in maintaining accurate service records.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements

- The ability to work overtime or various shifts as assigned.
- The ability to multitask.
- Welding.

EXPERIENCE:

- Working knowledge of equipment utilized in job duties.
- Preferred Experience:
- Must have a minimum of 10 years qualified experience in a professional maintenance and repair of gasoline / diesel operated equipment and hydraulic/electrical systems.

PHYSICAL REQUIREMENTS:

- Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb ladders, stairs, ramps, canals, and ditches; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

WORK ENVIRONMENT:

- Work is performed in a shop environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gasses, mechanical and electrical hazards, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

ⁱ Level I – III are Based on Knowledge/proficiency