



FLEET TECHNICIAN I

GENERAL RESPONSIBILITIES

The position is responsible for working under general supervision to perform Virginia Department of Education (VDOE) state mandated inspections, preventive maintenance, and basic to intermediate diagnostics and repairs on gas, diesel, and alternative fuel powered automobiles, buses, light/ heavy trucks and other fleet equipment. In addition, the position is responsible for performing basic/minor collision repair on vehicles, and wheel/tire inspections, repairs, and installations.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Perform essential maintenance, including VDOE inspections on light to heavy-duty fleet vehicles and equipment.
- Perform various basic to intermediate diagnostic and repair operations on light to heavy-duty fleet vehicles and equipment.
- Operate, test drive and transport fleet vehicles to various locations for warranty and special repairs.
- Assist in ancillary shops operations supporting organizational goals.
- Clean and maintain assigned work area including common shop areas and facility grounds, e.g., maintain recyclables, address fluid spills and organize bulk storage of tires and barrels.
- Dispense vehicle fuels and other essential fluids.
- Complete required forms and input required information into the fleet management information system, in a timely manner.
- Operate a tow/service truck; respond to disabled vehicles in the field during or after normal business hours.
- Provide courteous, high quality service to operators by personally responding to requests for service or referral to appropriate designee.
- Perform related work as required.

DUTIES ASSIGNED TO SPECIFIC JOB FUNCTION

Maintenance/Repair Team Member

- Perform routine preventive maintenance on fleet vehicles and equipment including but not limited to lubrication and oil changes; seat repair; brake, wheel, tire and battery services; belt, hose, headlight, and basic component replacement.
- Perform basic to intermediate skill-level repair work on fleet vehicles and equipment including but not limited to alternator, starter, water pump replacement and auxiliary equipment installation.
- Perform basic to intermediate troubleshooting and diagnosis of mechanical/electrical problems.
- Perform VDOE mandated safety inspections on specified vehicles.
- Assist senior level technicians with intermediate/advanced maintenance, repair, and overhaul work.

Motor Pool/Lot Operations Team Member

- Clean, organize and maintain on-site and satellite parking and fuel areas to include emptying trash cans and retrieving fueling data as requested.
- Maintain active listing of vehicles parked at both on and offsite locations.
- Check-in returned motor pool and spare fleet vehicles; inspect motor pool and spare fleet vehicles for proper operation and readiness.
- Operate automatic vehicle/bus wash equipment; clean mold, mildew, and minor vandalism from interior of vehicles.
- Maintain spare keys for fleet vehicles.
- Staff the priority service lane during designated times; perform minor vehicle repairs with quick turnaround times.
- Perform the functions of a maintenance/repair team member as assigned.

Collision Repair/Refinishing Team Member

- Assist with repairing minor body/chassis damage to all school owned vehicles and power equipment including but not limited to collision repair, vandalism, corrosion damage, normal deterioration, repurposing and refurbishment.
- Perform basic panel repair including bending, pulling, pushing, shaping, straightening, filling, filing and sanding.
- Perform basic prep and finish work including but not limited to wet sanding, glazing, masking, priming, painting, sealing,



And buffing.

- Assist with performing sheet metal and steel fabrication, welding, riveting, and bonding.
- Ensure repairs are completed and meet federal and state motor vehicle standards.
- Prepare detailed damage repair estimates including labor and parts needed for review by the team leader.

Wheel and Tire Specialist

- Disassemble worn out wheels, clean and inspect and prepare components for reuse.
- Install new tires and related components on rims; balance and re-balance tires when necessary.
- Maintain appropriate stock levels of assembled wheels for use at two physical locations.
- Maintain appropriate stock levels of new tires and tire components, place orders for stock, with approval of the fleet manager, through approved vendors.
- Maintain appropriate stock levels of recap tires and manage recap cores by determining serviceability and facilitating pickup and delivery of both re-usable and non-usable components.
- Repair tires via plugs and patches both in the shop and in the field.
- Maintain wheel service equipment and advise when repair/calibration is required.
- Perform the functions of a maintenance/repair team member when directed by management.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a working knowledge of gas and diesel engines; various mechanical, electrical, pneumatic, hydraulic, mobile HVAC and computer-controlled systems; basic mechanical/electrical diagnostic techniques and procedures; and industry standard preventive maintenance and inspection methods. Must have knowledge of the VDOE pupil transportation maintenance regulations. Must have a thorough knowledge of shop and field safety practices, and hazardous material spill and disposal procedures. Must be skilled in the use of vehicle testing, tire service equipment, and hand and shop tools/equipment to identify maintenance/safety problems in a multitude of mechanical, electrical, pneumatic, hydraulic, HVAC and computer-controlled systems, independently. Must have the ability to skillfully perform routine preventive maintenance, inspections, and basic to intermediate vehicle repair and collision body work on fleet equipment; compute estimate and actual costs for labor and materials; operate fleet vehicles and equipment; establish effective working relationships with colleagues, division employees and vendors; and demonstrate the department's goal of excellent customer service. Must be able to communicate effectively in oral and written form, and use electronic record keeping and fleet management systems.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

A valid Virginia Driver's License (required at the time of appointment).

A valid Virginia Class B Commercial Driver's License (CDL) (required within six (6) months of appointment).

A Forklift Operators license (required within six (6) months of appointment).

Possession of/or actively acquiring necessary personal tools consistent with industry standards.

Preferred:

Industry relevant certification in vehicular repair from an accredited college or trade school.

Two (2) years of technical hands-on experience servicing and repairing vehicles and equipment in a commercial, industrial, or municipal environment.

One (1) or more current individual ASE certifications in any of the following test series: Maintenance and Light Repair, Automobile Technician, School Bus Technician, Medium/Heavy Truck Technician.

A valid Class A Commercial Driver's License.

A valid EPA 609 MVAC Technician Certification.

A valid Class A Virginia Safety Inspectors License

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, stooping, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, balancing, crouching, climbing, kneeling, and crawling. Work involves high exposure to elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electrical current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 3/18, 7/20
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