



Class Code: 7551

CLASS TITLE | FLEET TECHNICIAN I

PAY GRADE: LT-17 | www.cityoftulsa.org/pay

Effective Date : 07/12/2023

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

PURPOSE OF THE CLASSIFICATION: Under general supervision performs semi-skilled mechanical work in the preventative maintenance, repair, and servicing of automotive, heavy truck, and mechanical equipment as assigned by management following all established standards and procedures; and other related assigned duties.

ESSENTIAL TASKS:

- Determines and performs needed repairs and maintenance on various gasoline and diesel automotive and mechanical equipment for a variety of functional areas including tires, brakes, climate control, suspension, steering, and hydraulic/pneumatic systems.
- Drives and operates the department tow-truck in recovering disabled vehicles or equipment in the field
- Performs basic diagnosis and repairs, including for minor electrical and engine system defects
- Inspect and diagnose tire problems including repairing, mounting and balancing tires following industry standards for safety and quality
- Performs road calls to provide maintenance and minor repairs in the field
- Operates a variety of automotive and test equipment and performs required testing and inspections in accordance with regulations and standards
- Enters work order information in fleet system as required
- Performs removal and reinstallation (R&R) of parts as directed by higher classification fleet technicians
- Assists other fleet technicians in performing diagnostics or repairs
- 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 options:

1. (a) Graduation from high school or possession of a General Educational Development (GED) Certificate; and,
(b) Either a minimum of two (2) years of experience performing semi-skilled mechanic work in a dealer-level or large fleet repair organization; or completion of one (1) year of vo-tech/post-secondary automotive or diesel mechanical training; or
2. An equivalent combination of training and experience per Personnel Policies and Procedures, Section 100.

PAY INCREASE OPPORTUNITY

Employees will be eligible for a one step increase upon completion of any of the following specialized trainings, subject to the Fleet Technician Progression Policies and Procedures and departmental policies regarding paid training hours, and as approved by management, No more than six (6) proficiency steps per individual will be approved from the trainings listed below.

*****Employees requesting proficiency or progression increases must not be on a City Performance Improvement Plan at the time of the request.*****



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- Vector Technician- Basic certification
- Vector Technician- Advanced certification
- Cummins Technician – BETT training
- Cummins Technician- Insite training
- International- program A (includes Engine and Emissions modules)
- International- program B (includes brakes and electrical modules)
- CNG Technician – Pass state test and receive/maintain license
- Allison Transmission program – complete curriculum for current, in-use transmissions
- Proof of successful completion of technical school instruction in welding.
- Meritor brakes systems (if not previously taken)

Information regarding additional proficiency and progression opportunities are available in the [Fleet Technician Progression Criteria Document](#).

Knowledge, Abilities, and Skills: Good knowledge of the operation and servicing requirements of light and heavy automotive equipment; and good knowledge of appropriate safety requirements of the work performed. Ability to understand and follow verbal instructions; ability to read and follow written instructions, including technical manuals; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in the operation and maintenance of light and heavy automotive equipment, skill in the proper use of journeyman level tools, and skill in accessing, changing, and repairing a high volume of tires following industry approved standards and methods.

Physical Requirements:

Physical requirements include standing and walking; constant exerting of force up to 20 pounds, frequently up to 50 pounds, and occasionally up to 100 pounds; 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: Must obtain Motor Vehicle A/C license valid under section 609 of the Clean Air Act by an EPA-approved program within 6 months and Forklift Operator's License within 12 months of hire. Some positions within this classification will be required to obtain a valid Class "A" Commercial Driver's License (CDL) within 12 months of hire. Valid Class "D" driver's license require.

WORKING ENVIRONMENT: Working environment is primarily indoors in a garage and occasionally outdoors, and 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, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas, and extreme heights. Required to be on 24-hour standby; subject to callback and overtime.

EEO Code: N-07

Group: Labor and Trades

Series: Equipment and Plant Management