

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Fleet Maintenance Technician IV

CLASS CODE: 3265

GENERAL DESCRIPTION OF DUTIES:

Incumbents perform lead worker repair, overhaul and maintenance for automotive equipment, heavy equipment and vehicles.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level trade classification in the Trades Series – Mechanic Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility for repair, overhaul and maintenance of automotive equipment, heavy equipment and vehicle; assignment and review of work; training new mechanics; and maintaining job records.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a work leader/coordinator class. Positions have been assigned on a regular basis partial responsibility for coordinating and guiding the work of at least two or more full time equivalent positions performing the same kind of work. The positions themselves may change periodically or on a regular basis. Typical elements of direct control over other positions by a work leader/coordinator include assigning tasks, monitoring progress and workflow, checking the product, scheduling work, and establishing work standards. This may include employees at more than one location. The work leader/coordinator also has been delegated some responsibilities in assisting the employee who has been assigned regular full supervisory authority, responsibility and accountability in regard to the group of employees. Generally, the work leader *has input into supervisory decisions made at a higher level*, and may have authority to sign leave requests and approve/adjust work hours. Positions at this level are designated team or project leader/coordinator work on a regular and recurring basis. However, in addition to the lead/coordinating responsibilities, the incumbent also can be expected to perform the same or highly similar work as the positions over which the incumbent has accountability, on an as-needed basis.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Schedules, distributes/balances and guides the work assignments of co-workers, according to established work flow/assignment requirements, to assist supervisory staff with timely completion of the assigned work load.

Monitors and reports on co-worker work performance to determine overall conformity to established timetables and quality standards, and to document and communicate employee production levels and training needs.

Trains co-workers, as directed, in specific task, job practices and procedures of auto/equipment repair to improve and maintain the performance levels of these employees.

Performs skilled repair and maintenance on a variety of gasoline-powered and diesel equipment and vehicles such as fire apparatus and vehicles, loaders, cranes, crawlers, dub grinders, bucket trucks, pavers, rollers, sweepers and others used by the city.

Replaces bearings, axle seals, brake master cylinders, resurfacing brake drums and rotors, etc.

Disassembles components, inspects parts for wear. Repairs, overhauls, replaces and rebuilds water and fuel pumps, air conditioning components, compressors, radiators, etc. Rewires electrical systems. Replaces, realigns and adjusts brakes and suspension components.

Diagnoses and repairs malfunctions to all systems.

Overhauls gasoline and diesel engines.

Tunes and performs repairs to diesel engines.

Repairs and maintains hydraulic systems. Routes and replaces hydraulic lines; checks system for leaks.

Performs routine vehicle and equipment preventive maintenance inspections checking and replaces fluids, checks lights and other electrical system components, etc. Replaces exhaust system components.

Maintains work and project records.

Acts as foreman in his/her absence.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to persuade, convince, influence, train and monitor the work of other mechanics, in favor of a desired outcome. Requires the ability to act as a lead person.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as engine diagnostic equipment, city vehicles and heavy equipment, mechanic's tools, drill press, welder, fork lift, hydraulic press, battery tester, steam cleaner, power washer. Ability to repair complex equipment and machinery.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as safety regulations, work orders, equipment maintenance and repair manuals, diagrams/schematics, engine oil analysis reports, time cards and parts manuals.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentage and decimals.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards and toxic/poisonous agents.

Physical Requirements:

Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials weighing fifty (50) to one hundred (100) pounds. Requires the ability to stand for long periods of time.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors and odor to determine condition of fluids, shapes to distinguish objects clearly, sounds to determine if equipment is operating correctly and track down malfunctions, and textures to detect wear.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.