
JOB POSTING

The City of Traverse City
Human Resources



Announcement No. 09-014

October 9, 2009

VEHICLE EQUIPMENT TECHNICIAN

A Vehicle Equipment Technician is thoroughly trained and experienced in the maintenance, diagnosis, and repair of all City vehicles and equipment. Under the general supervision of the Garage Superintendent, functions as an experienced mechanic/technician, at the journey level, performing a wide range of maintenance, diagnostic, and mechanical repair.

- High school diploma or equivalent, with additional applicable related course work or experience as necessary to maintain ability and skills.
- Must have and maintain a State of Michigan drivers license with CDL endorsement. A Commercial Drivers License Group A with air brakes and "N" endorsement is required.
- Must be an ASE certified mechanic with at least five (5) years experience in automotive and equipment repair.
- Employees provide their own set of basic hand tools to perform Vehicle Equipment Technician work.

Residency requirement: 20-mile radius from nearest City limit. Starting wage - \$17.55 per hour. Competitive fringe benefit package. Job description and essential elements may be viewed at our website, www.ci.traverse-city.mi.us/City_of_Traverse_City_Jobs. Please submit a City application form to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 no later than **Friday, October 16, 2009, 5:00 p.m.** Traverse City is an Equal Opportunity Employer.

CITY OF TRAVERSE CITY
Job Description

VEHICLE EQUIPMENT TECHNICIAN

Supervised By: Garage Superintendent

Employment Standards:
Service & Maintenance
Non-Exempt

General Summary:

A Vehicle Equipment Technician is thoroughly trained and experienced in the maintenance, diagnosis, and repair of all City vehicles and equipment. Under the general supervision of the Garage Superintendent, functions as an experienced mechanic/technician, at the journey level, performing a wide range of maintenance, diagnostic, and mechanical repair.

Typical Duties:

An employee in this position may be called upon to do any or all of the following typical duties. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives work schedules relating to vehicle/equipment repair and maintenance or other maintenance duties.
2. Performs routine preventive maintenance and inspections (including safety), performing repairs as necessary, i.e., PM-A, PM-B.
3. Inspects malfunctioning equipment, identifying abnormal conditions and necessary repairs by using previous training, knowledge and experience, along with electronic diagnostic equipment (scanners, computers, etc.), troubleshooting charts, service manuals, internet, etc.
4. After diagnosis, repairs or replaces parts as necessary, including but not limited to, brakes, starters, alternators, pumps, exhaust parts, steering components, emission and electrical components.
5. After diagnosis, may disassemble, overhaul, reassemble engines, transmissions, differentials, hydraulic parts, or other vehicle/equipment systems.
6. Must have the ability to weld and fabricate a wide variety of metals.
7. May serve as Chief Mechanic (in his absence) over all garage employees, assigning duties long with monitoring work and assuming other duties as identified in the Chief Mechanic's job description.
8. Mounts, dismounts, repairs and replaces tires (both auto and truck, tube and tubeless type.) Balance tire and wheel assemblies.

9. Provides equipment for use in accordance with seasonal demands attaching or removing various attachments and components.
10. Must operate a variety of vehicles/equipment, checking and/or test driving to diagnose problems or to verify adequate work was performed and proper running condition restored. Commercial Drivers License required (see additional requirements).
11. Wash vehicles/equipment and perform general maintenance on the garage building, garage and shop equipment, and grounds when necessary.
12. Perform emergency field repair, in all types of weather, of vehicles/equipment broken down. Includes towing, pick-up and delivery to the job site.
13. Identify needed repair parts, arrange for delivery, and/or pick-up parts.
14. Maintain accurate records of time spent and parts/materials using computerized fleet maintenance system, and/or other departmental forms. Includes taking and preparing oil samples for mailing.
15. May greet/assist customers either in person or by telephone when necessary.

Additional Requirements.

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

- High school diploma or equivalent, with additional applicable related course work or experience as necessary to maintain ability and skills.
- Must have and maintain a State of Michigan drivers license with CDL endorsement. A Commercial Drivers License Group A with air brakes and "N" endorsement is required.
- Must be an ASE certified mechanic with at least five (5) years experience in automotive and equipment repair.
- Ability to establish and maintain effective working relationships with Staff, other departments, and citizenry.
- Employees provide their own set of basic hand tools to perform Vehicle Equipment Technician work.

Essential Functions of Vehicle Equipment Technician:

The essential functions and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bending, twisting, turning, stooping, reaching, lifting, pulling, pushing, climbing, crawling under, onto, around, into, out of cars, trucks, trailers, light and heavy equipment.
2. Must be able to stand and work from standing position of durations of up to eight hours per day.
3. Must be able to work outdoors, in all kinds of weather, on vehicles and equipment when required.
4. Must operate hand, power, pneumatic air tools, and shop service equipment.
5. Able to lift 90 pounds up off the ground, approximately 36" to install a tire and rim combination on a vehicle or the tire balancer or install underbody blades.
6. Must be able to comprehend, process, and apply English written and verbal information, instruction, and directives. Must be able to read, comprehend, and apply information from service manuals, trouble shooting charts, electronic scanners and diagnostic equipment, etc. Must be able to write, and operate a computer keyboard, to maintain accurate records of time and materials used along with the amount of service provided on each job.
7. Safe operation of a variety of shop equipment necessary to be learned and applied...i.e. brake lathe, drill press, tire mounting and balancing equipment, vehicle hoists, band saw, welding equipment, etc.
8. Safe operation of a variety of vehicles and equipment necessary to be learned and applied...i.e. backhoe, wheel loader, tractors, plow-dump trucks, police vehicles, fire trucks, snow groomers, pumps, air compressors, etc.