

FLEET SERVICES MASTER TECHNICIAN  
(Light/Heavy)

POSITION SUMMARY: This position performs a wide variety of skilled, labor-intensive work related to preventative maintenance and repair of vehicles and equipment. This position operates and maintains vehicles, equipment and tools. Independent judgment is required to plan, prioritize, and organize diversified workload as indicated in the Fleet Services system. Advice and leadership are available from a supervisor or designee for complex issues or those requiring authorization.

SUPERVISION RECEIVED: Work is performed under the direction of the Fleet Services Supervisor.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. 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. Perform all job duties of the Fleet Services Apprentice, Fleet Services Utility Technician, and Fleet Services Senior Technician.
2. Perform skilled duties related to the maintenance and repair of City vehicles and equipment.
3. Perform general and advanced vehicle and equipment repair and diagnostics.
4. Wire and install lighting and other emergency warning devices on vehicles and equipment.
5. Weld, repair, fabricate, and build various applications for equipment.
6. Operate lathes, boring/milling machines, drill presses, and other machinery on the fabrication of parts and equipment.
7. Operate various types of vehicles, equipment, and tools.
8. Sweep and scrub floors and work areas, empty trash, and perform other work required to maintain a clean, uncluttered work environment.
9. Prepare information for records and reports including documentation of work activities.
10. Perform road service calls.
11. Perform heavy manual labor.
12. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A high school degree supplemented by trade school completion or a college degree in fleet services and a minimum of seven years responsible work experience in fleet services.

- B. Possess and maintain a Master Technician State of Michigan Certification. The certifications shall be in either heavy or light equipment as required by the department.
- C. Possess and maintain a Master Technician ASE Certification. The certification shall be in either heavy or light equipment as required by the department.
- D. Knowledge of current automotive/heavy truck and equipment maintenance techniques.
- E. Demonstrated skill in the operation and maintenance of vehicles, equipment and tools.
- F. Ability to analyze complex electrical, mechanical, and hydraulic issues.
- G. Ability to communicate effectively, prepare accurate reports, and understand and follow instructions.
- H. Ability to use computers and software programs related to Fleet Services and the ability to learn other programs as required.
- I. Demonstrated ability to establish and maintain effective working relationships and use good judgment and resourcefulness when working with staff, other agencies, and the public.
- J. Ability to work as a team and with no supervision. Possess self-supervising attributes and a positive, congenial attitude.
- K. Ability to train and mentor seasonal staff and full-time staff of lower classification.
- L. Ability to work various shifts and respond to call-outs.
- M. Possess and maintain a valid Michigan motor vehicle operator's license.
- N. Master Technician Heavy: possess and maintain a CDL-A with hazardous materials and tanker endorsements or the ability to obtain within six months of hire; Master Technician Light: possess and maintain a CDL-B or the ability to obtain within six months of hire.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in the garage/shop, the field, and occasionally in an office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with hazardous materials and require the donning of appropriate protective gear. The employee may be exposed to uncontrollable

environments and circumstances, which may include working in confined spaces, at various heights, and in all types of weather conditions. The employee is required to drive in inclement weather.

TOOLS: An employee in this position is responsible for the purchase and maintenance of personal hand tools needed to perform the responsibilities of this position

Revised July 2015  
March 2015