

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
MASTER FLEET TECHNICIAN – 1447

NOTE: formerly Equipment Service Writer

DEFINITION:

Under general direction, to provide technical assistance and/or perform the most complex work requiring advanced mechanical knowledge and skill in the diagnosis, maintenance, and repair of City fleet vehicles; and to perform related work.

EXAMPLES OF DUTIES:

- Performs diagnostic, preventive, and corrective maintenance on City vehicles and equipment;
- Performs general repair and overhaul of various types of engines (e.g., gas, diesel, electric, and alternative fuels) and all other components on a variety of equipment;
- Ensures final work product and reporting meets Quality Control Plan (QCP) standards;
- Adheres to safety regulations to ensure a safe working environment;
- Ensures compliance with all federal, state, and local laws and regulations and best fleet practices related to fleet vehicles and facilities;
- Generates and maintains vehicle and equipment maintenance records and work orders;
- Reviews vehicle maintenance history to ensure continuity of repairs, and inputs parts and labor information for specific vehicles and/or repair orders into the Fleet Management Information System (FMIS);
- Assists Technicians as needed on complex diagnostics and repairs;
- Prepares new vehicles for service and decommissions vehicles as they are removed from service;
- Repairs and installs truck bodies and special mounted equipment including emergency equipment;
- Performs general and emergency repairs in the field including moving vehicles and equipment using either a tow truck or trailer;
- May assist in the planning, assignment, and scheduling of work for subordinate technicians;
- May coordinate shop work with customer departments or divisions;
- Assists in maintaining facility inventories including parts, fuel, tools, shop equipment, and facility inspections as assigned;
- Diagnoses and resolves complex drivability issues;
- Repairs bodies and fenders, performs frame alignment, brazing, welding, and machining as assigned;
- Installs and maintains various emergency light and siren systems and prisoner restraint systems.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of a State accredited four-year Equipment Mechanic Apprenticeship Program, **AND** one year of full-time journey-level equipment mechanic experience, which must include the maintenance, diagnosis, repair, and overhaul of gas or diesel engines, hydraulic or air brake systems, electrical systems, ignition systems, electronic controls, manual or automatic transmission systems, and fuel systems; **OR** five years of full-time journey-level equipment mechanic experience as described above; **OR** one year of full-time experience as an Fleet Technician with the City of San Diego; **OR** a combination of the above training and experience equaling five years. A valid Automotive Service Excellence (ASE) Master Automotive Technician Certificate or Master Medium/Heavy Truck Technician Certificate issued from the National Institute of Automotive Excellence will be required at the time of hire. Possession of a valid California Class C Driver's License is required.