

**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 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 (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 insure continuity of repairs, 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 driveability 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;
- Performs related duties.

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 Announcement for updated minimum qualifications.

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. Possession of a valid California Class C Driver License is required. Possession of a valid Class A or B Commercial Driver's License with Hazardous Materials and Tank endorsements **AND** a current Department of Motor Vehicles Medical Certificate dated within the last two years may be required for some positions.

* **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.