



CITY OF ST. CHARLES  
POSITION DESCRIPTION  
**Public Services**  
**Fleet Technician 1**

Department: Public Works

Division: Fleet

FLSA Status: Non- Exempt

Reports to: Fleet Division Manager

Union: Teamsters

Positions Supervised: None

Grade: 3 (per contract)

**Position Description Overview**

This position, under the general supervision of the Division Manager, is responsible for performing efficient, repair and maintenance of the City fleet, including but not limited to, automobiles, police vehicles, public works vehicles, and public works equipment. This position may be asked to become Acting Division Manager when the need arises.

**Essential Job Functions**

1. Tune and adjust carburetors, fuel injection, electrical timing, PCM's, and related equipment; repair, replace and adjust brakes, clutches, transmissions and differentials.
2. Perform preventive and routine maintenance and repair on all vehicles and equipment.
3. Perform routine diagnostics of vehicles and equipment.
4. Assure safe and efficient operation of all vehicles and equipment.
5. Ensure that work rules, safety rules, OSHA/ IDOT, and IEPA regulations are followed
6. Install, maintain, and repair special equipment such as beacon lights and sirens.
7. Repair and replace, including but not limited to, shock absorbers, kingpins, and other suspension mechanisms; repair electrical systems; replace alternators, starting motors, and distributors; balance wheels and switches; and repair tires.
8. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
9. Consistent attendance and punctuality is required.

**Additional Job Functions**

1. Conduct road tests to check performance against defects.
2. Respond to emergency situations such as snow removal, etc. and support other City departments/divisions in the abatement of emergency situations.
3. Contribute to a positive group environment by:
  - Complying with all safety policies, practices, and procedures and reporting all unsafe activities to Division Manager;
  - Participating in proactive team efforts to division and City-wide goals;
  - Providing leadership to others through example and by sharing knowledge and skills.
4. Perform other duties as required or assigned.

**Basic Requirements**

For successful performance in this position, the incumbent will need to demonstrate the following:

**Knowledge, Skills, and Abilities**

1. Extensive knowledge in the maintenance and repair of all size/ton vehicles, trucks, and equipment, including hand tools.
2. Extensive knowledge of all applicable safety procedures and precautions.
3. Extensive knowledge of the principles of operation for gasoline and diesel-driven equipment.
4. Working knowledge of electronic engine performance analyzers, etc.
5. Effective interpersonal and communication skills for interaction with elected and appointed officials, co-workers, agencies, other governmental units, and the public.
6. Ability to learn the geographic region of the City.
7. Ability to understand and to follow oral and written instructions and to prepare written records and reports.
8. Ability to perform general computer operations.
9. Ability to see close, at a distance, and with a peripheral vision as well as adjust vision focus and distinguish objects and colors.
10. Ability to see and accurately read fine print in low lighting conditions, such as gauges.
11. Ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, radio-dispatched calls and /or signals, and calls for help from a co-worker, etc.

12. Ability to smell sewer gases, Nicor problems and other hazardous odors.
13. Ability and willingness to respond to emergencies, twenty-four (24) hours and day, seven (7) days a week and carry a wireless communication device.
14. Ability to maintain primary residency within the following boundaries within one (1) year of employment: Commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL Route 31 to I88, continuing easterly along I88 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West Chicago that is westerly of County Farm Road.
15. Possession of a valid CDL class A driver's license, with appropriate endorsements, or receipt of one within six (6) months of commencing employment.

### **Education and Experience**

1. High school diploma or equivalent.
2. Minimum of two (2) years experience in fleet maintenance.
3. Formal training in the maintenance and repair of gasoline and diesel vehicles and equipment. Formal training in brakes and ASE certification in electric is preferred.
4. ASE certification desirable.
5. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

### **Physical / Environmental Demands**

Extensive physical activity performing strenuous daily activity at loud to very loud noise levels in an outdoors environment exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc., including:

1. Physical working conditions which may provide exposure to air contaminates such as dust, fumes, smoke and disagreeable odors.

2. Physical working conditions that may provide exposure to vibration while operating a piece of equipment.
3. Physical working conditions that may provide exposure to low levels of illumination and/or awkward working space.
4. Physical working conditions that may provide exposure to a variety of grades and elevations.
5. Physical working conditions that may provide exposure to energized electrical circuits, natural gas conduits, and other noxious or hazardous substances.
6. Physical activity involving sitting, standing, walking, bending, crouching, crawling, climbing, kneeling, pushing, pulling, stepping and stooping.
7. Physical activity involving reaching with hands and arms, to include overhead.
8. Physical activity involving lifting, carrying, moving, and replacing heavy objects and using heavy tools or equipment weighing 87 lbs., such as chains, pumps, motors, etc.

**Position Description Acknowledgement**

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

Fleet Technician 1: PW  
1/5/11