

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Entry Level Technician- Light Duty Mid Level Technician- Light Duty Master Level Technician- Light Duty	Department:	Fleet Management
Requisition Number:	2025132		
Hours:	6:30 a.m. – 3:00 p.m., 2:30 p.m.- 11:00 p.m., may vary	Rate of Pay:	\$21.9920 - \$37.2546 per hour
Date Posted Up:	2/7/2025	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

ENTRY LEVEL TECHNICIAN – LIGHT DUTY

SUMMARY

Working under the direction of the Shop Supervisor, incumbent assists with automotive maintenance and repair work on a variety of vehicle makes and models (SUVs, cars, trucks and vans). The incumbent is expected to exercise good judgement, independence, initiative, and professional expertise in conducting day-to-day operations working as part of a team to maintain the 2,200 units in the city’s fleet. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Performs preventative maintenance services according to the city’s 80-point inspection program, accurately and within a reasonable time frame and with a quality of work that exceeds expectations;
- Documents defects found during preventative maintenance service and reviews findings with the Shop Foreman/service writer for direction;
- Performs minor repairs associated with preventative maintenance defect findings (ie. fluids, brakes, tires, lights);
- Maintains a clean work area, following the organization and safety rules in place;
- Completes a daily/weekly/monthly shop chore assignment given by the Shop Supervisor;
- Safely uses all power and hand-held tools including the shop floor cleaning equipment;
- Safely moves vehicles in and out of garage area as well as porters vehicles to outside vendors;
- Uses the fleet management software, Faster, for data input that tracks repairs and identifies the concern, cause and correction for each assignment. Inputs precise notes and completes all necessary forms accurately;
- Assists the parts personnel with identifying and ordering the correct parts for repair and replacement;
- Assists in new vehicle make-ready’s (ie. installation of emergency lighting and prison partitions) as well as the removal of items in decommissioned vehicles;
- Performs minor road-side assistance to city-owned vehicles (ie. jump-starts, tire changes);
- Participates in educational opportunities; reading manufacturers' publications to further industry knowledge;
- This is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the fleet.

MARGINAL FUNCTIONS

- Assists other staff as needed or directed;
- Must perform any mechanical task set forth by supervision.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Any combination of work experience or academic pursuit equivalent to a High School Diploma, and on year experience in automotive mechanics;
- Basic knowledge of automotive mechanics;
- Aptitude for mechanical work and the ability to effectively operate hand tools and automotive servicing equipment;
- Ability to operate safely and properly cars and trucks.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana driver's license;
- ASEs are not a requirement to be employed in the Fleet Management Department. However, the City will pay for every ASE Certification (Automotive Service Excellence) and EVT Certification (Emergency Vehicle Technician) obtained that applies to the employees' specific job as a skill-based incentive.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee performs moderately complex, relatively standardized tasks using necessary tools and equipment as required to perform work duties. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. Performs assigned duties which require pushing, pulling, and reaching regularly for sustained periods and bending, twisting, climbing, and lifting up to 50 pounds on a regular basis, physical effort involves moderate lifting of tools and materials. Effort is exerted for sustained periods of time.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee the employee has moderate exposure to dust, grease and extreme temperatures and severe weather conditions. The employee is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually loud.

MID LEVEL TECHNICIAN-LIGHT DUTY

SUMMARY

Working under the direction of the Shop Supervisor, incumbent performs automotive maintenance and repair work on a variety of vehicle makes and models (SUVs, cars, trucks and vans). The incumbent is expected to exercise good judgement, independence, initiative, and professional expertise in conducting day-to-day operations working as part of a team to maintain the 2,200 units in the city's fleet. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Performs preventative maintenance services according to the city's 80-point inspection program, accurately and within a reasonable time frame and with a quality of work that exceeds expectations;
- Documents defects found during preventative maintenance service and reviews findings with the Shop Foreman for direction;
- Performs minor repairs associated with preventative maintenance defect findings (ie. fluids, brakes, tires, lights) and general repair as well as moderate levels of removal and replacement, and diagnostic work accurately as directed by Shop Foreman/service writer including: emission control systems, throttle body injection; electrical problems on computerized vehicles, conditions between computer, ignition, and mechanical problems, anti-lock brake systems; all non-computerized accessories; drivability problems; on-board computer problems; fuel injection; ignition on computerized vehicles; auto transmissions; computerized A/C systems and four-wheel drive internal components, etc.;
- Maintains a clean work area, following the organization and safety rules in place;
- Completes a daily/weekly/monthly shop chore assignment given by the Operations Manager;
- Safely uses all power and hand-held tools including the shop floor cleaning equipment;
- Safely moves vehicles in and out of garage area as well as porters vehicles to outside vendors;

- Uses the fleet management software, Faster, for data input that tracks repairs and identifies the concern, cause and correction for each assignment. Inputs precise notes and completes all necessary forms accurately;
- Assists the parts personnel with identifying and ordering the correct parts for repair and replacement;
- Performs new vehicle make-ready service (ie. installation of emergency lighting and prison partitions) as well as the removes items in decommissioned vehicles;
- Performs moderate road-side assistance to city-owned vehicles;
- Participates in educational opportunities; reading manufacturers' publications to further industry knowledge;
- This is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the fleet.

MARGINAL FUNCTIONS

- Assists the work of Entry Level Technician;
- Must perform any mechanical task set forth by supervision.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Any combination of work experience or academic pursuit equivalent to a High School Diploma, supplemented by courses in mechanics, and five years experience as a skilled Mechanic;
- Knowledge of light and heavy equipment and automotive apparatus;
- Knowledge of the full care and operation of internal combustion and diesel engines;
- Knowledge of laying out and fabricating parts;
- Must be proficient in the use of various Scan tools;
- Skills in the use of garage equipment and tools used in mechanical repairs.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana driver's license;
- CDL B permit with airbrake endorsement within 90 days of hire, valid CDL physical, and the ability to obtain an actual CDL B license with airbrake endorsement within one (1) year of hire. Upon receipt of Indiana Commercial Driver's License (CDL), Class B/ individual must be able to maintain CDL certification. Incumbent must be 21 years of age or older to hold a CDL with the City of Fort Wayne;
- ASEs are not a requirement to be employed in the Fleet Management Department. However, the City will pay for every ASE Certification (Automotive Service Excellence) and EVT Certification (Emergency Vehicle Technician) obtained that applies to the employees' specific job as a skill-based incentive.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee performs moderately complex, relatively standardized tasks using necessary tools and equipment as required to perform work duties. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. Performs assigned duties which require pushing, pulling, and reaching regularly for sustained periods and bending, twisting, climbing, and lifting up to 50 pounds on a regular basis, physical effort involves moderate lifting of tools and materials. Effort is exerted for sustained periods of time.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee the employee has moderate exposure to dust, grease and extreme temperatures and severe weather conditions. The employee is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually loud.

MASTER LEVEL TECHNICIAN-LIGHT DUTY

SUMMARY

Working under the direction of the Shop Supervisor, incumbent performs automotive maintenance and repair work on a variety of vehicle makes and models (SUVs, cars, trucks and vans). The incumbent is expected to exercise good judgement, independence, initiative, and professional expertise in conducting day-to-day operations working as part of a team to maintain the 2,200 units in the city's fleet. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Performs preventative maintenance services according to the city's 80-point inspection program, accurately and within a reasonable time frame and with a quality of work that exceeds expectations;
 - Documents defects found during preventative maintenance service and reviews findings with the Shop Foreman service writer for direction;
 - Performs minor, moderate and advanced range repairs associated with preventative maintenance defect findings (ie. fluids, brakes, tires, lights) and general repair as well as removal and replacement, and diagnostic work accurately as directed by Shop Foreman service Writer including: emission control systems, throttle body injection; electrical problems on computerized vehicles, conditions between computer, ignition, and mechanical problems, anti-lock brake systems; all non-computerized accessories; drivability problems; on-board computer problems; fuel injection; ignition on computerized vehicles; auto transmissions; computerized A/C systems and four-wheel drive internal components, etc.;
 - Utilizes diagnostic software to diagnose, program and/or rebuild in efforts to repair and replace all city-owned equipment in the most cost-effective manner;
 - Coordinates with Shop Foreman and Shop supervisor regarding shop needs, specialty tools, diagnoses and finds creative options to enhance the longevity of the units in the fleet;
 - Maintains a clean work area, following the organization and safety rules in place;
 - Completes a daily/weekly/monthly shop chore assignment given by the Operations Manager;
 - Safely uses all power and hand-held tools including the shop floor cleaning equipment;
 - Safely moves vehicles in and out of garage area as well as porters vehicles to outside vendors;
 - Uses the fleet management software, Faster, for data input that tracks repairs and identifies the concern, cause and correction for each assignment. Inputs precise notes and completes all necessary forms accurately;
 - Assists the parts personnel with identifying and ordering the correct parts for repair and replacement;
 - Performs new vehicle make-ready service (ie. installation of emergency lighting and prison partitions) as well as the removes items in decommissioned vehicles;
 - Performs advanced road-side assistance to city-owned vehicles;
 - Participates in educational opportunities; reading manufacturers' publications to further industry knowledge;
 - This is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the fleet.
- Acts as back-up to the Service Writer – Foreman in his/her absence; Complete necessary tasks including answering the phone, writing work orders, assigning jobs, and communicating information to the Shop Supervisor. The employee will be trained on the job, when time permits.

MARGINAL FUNCTIONS

- Assist and train Mid-Level and Entry Level Technicians;
- Must perform any mechanical task set forth by supervision.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Any combination of work experience or academic pursuit equivalent to a High School Diploma, supplemented by courses in mechanics, and twelve years experience as a skilled Mechanic;
- Knowledge of light and heavy equipment and automotive apparatus;
- Knowledge of the full care and operation of internal combustion and diesel engines;
- Knowledge of laying out and fabricating parts;
- Must be proficient in the use of various Scan tools;
- Skills in the use of garage equipment and tools used in mechanical repairs.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana driver's license;
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- ASEs are not a requirement to be employed in the Fleet Management Department. However, the City will pay for every ASE Certification (Automotive Service Excellence) and EVT Certification (Emergency Vehicle Technician) obtained that applies to the employees' specific job as a skill-based incentive.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee performs moderately complex, relatively standardized tasks using necessary tools and equipment as required to perform work duties. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. Performs assigned duties which require pushing, pulling, and reaching regularly for sustained periods and bending, twisting, climbing, and lifting up to 50 pounds on a regular basis, physical

effort involves moderate lifting of tools and materials. Effort is exerted for sustained periods of time. Enters, exits, and works in confined spaces wearing safety masks and goggles.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee the employee has moderate exposure to dust, fumes, and grease. The employee is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually loud.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen’s Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran’s status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.