



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

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FLEET MAINTENANCE TECHNICIAN PUBLIC WORKS DEPARTMENT

POSTING DATE: June 30, 2016
RATE OF PAY: \$22.5494 /hour
EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: July 18, 2016
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: 16
UNION: AFSCME

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for performing skilled mechanical work in the maintenance and repair of City fleet vehicles and equipment.

ESSENTIAL JOB FUNCTIONS:

- Repair, rebuild and troubleshoot a variety of City owned vehicles and equipment such as trucks, automobiles, police cars, firefighting vehicles, plows, sanders, other snow removal equipment, utility trucks, heavy equipment, and landscaping equipment.
- Diagnose and repair engines, transmissions, exhaust systems, brake systems, cooling systems, suspension systems, fuel and ignition systems, electronic control systems and hydraulic systems.
- Operate vehicles and equipment to determine functioning ability.
- Perform emergency repairs of vehicles or equipment at the site of breakdown in the field.
- Design and fabricate from metal, tools or parts needed for repairing vehicles and equipment.
- Inspect vehicles and equipment for adherence to department standards and regulations; correct inconsistencies.
- Perform tire and wheel service, including but not limited to, mounting and balancing, using specialized equipment.
- Perform basic and preventative maintenance work on vehicles and equipment; change oil, grease, wash, change and rotate tires with attention to detail.
- Perform shop clean up tasks to ensure a safe working environment.
- May assist in snow removal operations as required.
- May order and maintain supply of required parts when functioning as the only department mechanic.
- Prepare and enter work orders and update service records as required. Document information such as part numbers, job time, maintenance codes, hours and miles of vehicles, and repair work completed.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- High School Diploma or equivalent.
- Graduation from an accredited vocational training program in the automotive repair field and two years of experience in the servicing, maintenance and repair of automotive, heavy duty trucks and heavy equipment, or four years of experience in the servicing, maintenance and repair of automotive, heavy duty trucks and heavy equipment required.
- Ability to obtain and maintain a valid Class B CDL license within 90 days of date of hire.
- Working knowledge of and skill in using standard methods, tools, practices and equipment of the motor mechanic trade.
- State Inspection certification required.
- ASE certification required.
- Ability to obtain Emergency vehicle technician certifications as required.
- Ability to obtain Fork Lift Operator certification within 6 months of employment required.
- Knowledge of the operation, construction, and repair of internal combustion engines.
- Ability to read and understand shop and operations manuals, schematic diagrams and sketches, and specifications.
- Skill in the use of tools normally used in automotive repair, welding and using torches in repair work.
- Ability to establish and maintain effective work relationships with other departmental staff and the vehicle and equipment users.
- Must learn and follow VOSHA safety rules and regulations.
- Ability to create and maintain an environment that embraces the 6 operating principles; Customer Service, Fiscal Responsibility, Good Labor Relations, Employee Empowerment, Cooperation and Constant Improvement.
- Ability to work outdoors in all weather conditions required.
- Must be able to work nights, weekends and holidays as required.
- Required to be on call.
- Must be a flexible team player that takes direction well, is safety conscious, customer-oriented, and willing and able to learn to operate all equipment and perform all tasks as assigned.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.