

FLEET TECHNICIAN I/II - HIRE & ELIGIBILITY LIST

Salary

\$1,755.20 - \$2,684.80 Biweekly

Location

Sierra Vista, AZ

Job Type

FULL-TIME

Job Number

03 01 26 REQ 1572

Department

Public Works

Opening Date

03/01/2026

Closing Date

Continuous

- DESCRIPTION
- BENEFITS
- QUESTIONS

DRUG FREE WORKPLACE

Applicants for employment and volunteer opportunities should be aware of the City of Sierra Vista's policies concerning the use of drugs and alcohol. These policies have not been altered by the passage of proposition 207. The use of recreational marijuana is a violation of the City's Drug Free Workplace Policy. All positions within the City are required to submit to a pre-employment drug test. A positive result for drugs tested under the policy, including recreational marijuana, may be grounds for withdrawal of an offer of employment or volunteer opportunity. The examination process may vary if determined necessary.

Definition & Essential Functions

Fleet technicians shall provide vehicle and equipment services and repairs under general supervision of Fleet Supervisor.

FLSA status: Non-Exempt.

Essential functions included in the job description may include tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.

SAFETY SENSITIVE POSITION - SUBJECT TO THE DRUG FREE WORKPLACE ACT OF 1988

Tasks

Tasks:

- Provides complex and technical installation, maintenance, and repair work to operate and maintain fleet vehicles, equipment, and fuel facility systems.
- Performs complex and technical installation of major and minor repairs on vehicles, trucks, and equipment. Troubleshoots and diagnoses problems associated with diesel and gasoline engines, hydraulic systems, and electrical systems. Troubleshoots and diagnoses equipment problems; repairs and performs preventive maintenance on all systems of

equipment; performs repairs in shop and in the field. Responsible for the safe operation of equipment and proper work methods that directly relate to the safety of subordinates, peers, and the public

- Analyzes fleet and equipment maintenance and repair specifications.
- Recommends the repairs needed to maintain equipment in operational condition. Keeps accurate and current records of fleet maintenance activities; maintains manual and computerized logs and records of maintenance, service, and repairs on heavy equipment, trucks, automobiles, and equipment. Coordinates and monitors the work of contractors.
- Assists in scheduling repairs and preventive maintenance for vehicles and equipment. Provides work direction to other employees on a project basis as assigned. Instructs and guides less experienced personnel. Orders appropriate parts to perform required maintenance and repairs on vehicles and equipment. Inputs work orders; tracks progress and provides reports as required. Assists Supervisor with fleet section budget. Performs other administrative duties essential to the functions of the section
- Subject to standby, and call-out on a rotational basis

Knowledges, Skills & Other Characteristics

Knowledge of:

- Procurement procedures such as using the City's Purchasing Card, assuring that vendors are approved by the Procurement Division and tracking orders of over 2500.
- Complex and highly technical equipment and vehicle repair and maintenance.
- Complex and highly technical electrical circuits, emission controls, A/C, ABS brakes, hydraulics systems and computer systems.
- Preventive fleet maintenance procedures and practices such as manufacturer's requirements, fleet requirements, and tire repairs.
- Knowledge of maintaining safety restraint systems.
- Occupational hazards and safety precautions and use of required Personal Protective Equipment (PPE).
- Ability to work with a wide range of computer programs.
- Understanding of Federal Motor Carrier Safety Administration regulations, Federal, state, local laws, regulations, and codes pertinent to fleet operation and maintenance.

Skill in:

- Preventive maintenance requirements.
 - Operating test equipment such as analyzers, diagnostic machines, and electronic shop manuals.
 - Repairing and overhauling gas- and diesel-powered heavy equipment.
 - Repairing and overhauling light and heavy vehicle transmissions.
 - Trouble shooting electrical systems as they relate to emissions, A/C, ABS brakes, hydraulics, and similar systems.
 - The proper use and care of common shop tools and welding and fabrication machinery.
 - Reading and interpreting manuals, such as blueprints, electric wiring schematics and vehicle specifications.
 - Effectively communicating orally and in writing to solve customer concerns.
-
- Establishing and maintaining effective working relationships with City staff, vendors and suppliers, and the public

Qualifications

Qualifications:

Fleet Technician I:

High School Graduate or GED and Two years' experience in fleet maintenance and repair work required.

Class A Commercial Driver's License with bus and tanker endorsements and A/C 609 certification required within six months of employment.

Five-year clean driving history record required.

An employee at the Fleet Technician I level shall not be reclassified to the Fleet Technician II level until the minimum requirements for Fleet Technician II as outlined below are met.

Fleet Technician II:

High School Graduate or GED and five years' experience in fleet maintenance and repair work required.

Class A Commercial Driver's License with bus and tanker endorsements required.

Five-year clean driving history record required.

ASE Master Automobile Technician Certificate, ASE Master Heavy Duty Truck Technician Certificate, A/C 609 Certificate required. Specialized training in brakes, hydraulics, engine repair, and electronics preferred ASE Master Transit Bus Technician Certificate and Master EVT (Emergency Vehicle Technician) highly desired.

Additional Info:

The City of Sierra Vista provides an equal employment opportunity (EEO) for all persons regardless of race, color, sex (to include lesbian, gay, bi-sexual, or transgendered (LGBT)), age, religion, national origin, disability, marital status, or genetic information. The City of Sierra Vista complies with applicable state and local laws governing nondiscrimination in all employment activities.

The City of Sierra Vista complies with the Americans with Disabilities Act (ADA) and will provide reasonable accommodation for qualified individuals with disabilities. Requests for reasonable accommodation during the recruitment or hiring process must be sent to the Human Resources Department.