

CITY of AZTEC JOB DESCRIPTION

Job Title: Fleet Coordinator / Tech I
Department: Public Works
Shift: Regular 40 hours per week 4-10 Mon-Thurs (On-Call Required)
Pay Plan: Level 12 \$19.73/HR
Exempt: No
Reports To: Public Works Technician Supervisor
General Direction From: Public Works Superintendent
Position Closes: **OPEN UNTIL FILLED**

PURPOSE & NATURE OF JOB

Under general supervision, this position assists with diagnoses and changes of oil for all department fleet vehicles. This includes assurance and responsibility that all vehicles worked on are cataloged on computer, accordingly. Although the City provides all necessary tools, the candidate must be flexible and willing to work On-call and Standby, as needed. This will include, but not limited to, emergency after-hours work to assist the other Technicians, as needed in streets maintenance. The ideal candidate will be dependable, self-motivated, and experienced working both in the shop and in the field. Disciplined attention to preventive maintenance is a must.

The principal purpose of this position is to oversee, maintain and catalog all of the Public Works fleet of vehicles including all large equipment needed for servicing. This will include testing and catalog of stationary equipment using diesel and propane fuels such as generators for both the water and wastewater plants, lift stations and pump stations. This is a skilled position which requires constant oversight of equipment including: gasoline and diesel automobiles, pickups, dump trucks, pumps, mowers, tractors, loaders, vac truck, backhoes, and other vehicles and heavy equipment and stationary equipment. The ability to make value and cost/benefit decisions required including if vehicles are worth repairing and when repair of vehicles should be contracted out to more specialized repair or dealer facilities. Responsible for organization and cleanliness of assigned shop and storage areas. Responsible for organization and inventory of vehicle/equipment maintenance equipment, materials and supplies.

This position also performs non-routine street maintenance, water and wastewater system installation and maintenance, emergency repairs to the sewer and water systems and streets, installation of traffic signs and pavement markings, street sweeping, and other construction tasks related to the maintenance of the city infrastructure.

ESSENTIAL DUTIES

Plan the workload with allowance for emergencies. Responsible for all necessary computer data entry and paperwork that pertain to vehicles, repair orders, maintenance schedules, etc. Must be able to keep all tools in working order, clean and accounted for. Must be able to order and retrieve small parts. Must keep entire area inside and outside of shop clean. Evaluate and maintain the condition of all diesel and gasoline powered vehicles, heavy trucks, heavy construction equipment, graders, and dump trucks to include hydraulic transmissions, power take-offs, tracked vehicle suspensions and steering, vehicle brake systems, wheel-mounted vehicle suspension and steering. Should have some basic knowledge of general maintenance and repair for gasoline and diesel-powered vehicles.

- Ensures vehicle operation and maintenance when oil changes are made.
- Removes defective parts by dismantling devices; using hoists, cranes and hand and power tools; examining form and substance parts.
- Adjusts functional parts of devices and equipment by using hand tools.
- Controls downtime by performing routine preventive maintenance.
- Ensures that equipment, parts and supplies inventories are maintained by determining proper inventory level; anticipates needed parts, equipment and supplies.
- Maintains technical knowledge by attending educational workshops, reviewing technical publications.
- Maintains a safe and clean working environment by complying with procedures, rules and regulations.
- From a computer, documents the condition of each vehicle worked on.
- Performs other related duties as assigned.
- Follows directives from the Supervisor and Superintendent
- Cleans, repairs, and maintains roads, bridges, medians, right of ways, alleys, curbs, gutters, sidewalks, and other public areas within the City.
- Performs routine and repetitive physically strenuous tasks such as hand working asphalt and concrete as it is placed; loading and unloading trucks; laying pipe and repairing manholes; patching potholes and overlaying of streets; removing and replacing concrete to include form setting and finishing; reading grades and setting grade stakes; assisting in surveying. Installing and maintaining storm water, water and sewer systems throughout the city. Performs sandblasting of graffiti, trees and weed control, cleaning trash and debris from streets and alleyways.
- Sets traffic control including safety devices, signs, and barricades; ensures safety of public and work crew.
- Operates, repairs, and maintains vehicles and various equipment and tools such as tractors, mowers, heavy trenchers, bucket trucks, augers, maintainers, jackhammers, skill saws; drills; bolt cutters; pothole patchers, rollers, dump trucks, 1 ton to 5-ton vehicles, etc.
- Operates heavy equipment, including loaders, backhoes, vac truck, dump trucks, excavators, etc.
- Performs a full range of general construction, maintenance and cleaning duties related

to the City's wastewater collection and water distribution systems; cleans and sanitizes water distribution systems, cleans and jets sewer mains and laterals; operates a high pressure jetter, to remove debris from inside pipes and culverts; vacuums debris from lift stations, manholes, and related structures; cleans storm drains using high pressure water sprayer and vacuum; repairs sanitary sewers involving gravity mainline and force mains and sewer laterals; removes roots from sewer lines; repairs infiltration sealing and grouting; installs and maintains manholes; raises manhole to proper grade; operates hydrovac equipment; removes weeds and debris from pump stations, easements, grounds, and outfall lines; maintains and installs water distribution infrastructure as required and assigned.

- Operates closed circuit televising system; performs camera inspections of underground sewer lines, storm drains, and sewer laterals; identifies any signs of blockage/debris that may interrupt flow of the sanitary sewer or storm drains; identifies major problems with pipes including cracks, damage, holes, and collapsed pipe; tests sewer systems for faulty connections or leaks as well as for illegal connections.
- Conducts daily inspections and preventative maintenance measures of vehicles, equipment, and tools such as washing, checking safe and proper operation, and servicing.
- Perform snow removal and street sanding during inclement winter weather.
- Performs work in confined spaces; performs necessary precautions prior to entering confined spaces with potential hazardous atmospheres; use air quality monitors and ventilators.
- Identifies and informs supervisor and Director of potential hazards, liability exposures, problem areas, inquiries of the general public, and the status of work activities.
- Serves in emergency standby capacity; provides customer service and performs all aspects of collection system maintenance and repair during after-hour periods including holidays and weekends.
- Provides courteous customer service; responds to questions and inquiries from the general public; responds to customer problems or complaints.
- Maintains records of basic operations, maintenance and work performed; calculates quantities of materials and supplies used; maintains records related to the time and cost of jobs and man hours; inputs work activities into asset management program.

RESPONSIBILITIES	
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Supervision:	Does not supervise any positions
Public Contact:	With vendors, suppliers, dealers and specialized repair shops—other mechanics.
Budget:	N/A
Other:	Must be able to pass a physical examination, lift test and a drug screen. Must have good communication skills. Must work well with the public and co-workers and other city staff. Computer skills including email and internet search capabilities is a must.

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.
- Must possess basic computer, scanning and email skills.

Education: High School Diploma or GED required

Experience: Three years' experience repairing or maintaining vehicles is required. One year of general maintenance or construction experience with knowledge and experience with using hand and power tools

Knowledge: Ability to order needed parts, supplies and inventory. Must be knowledgeable in safe work practices. Knowledge of maintenance, repair and operation of gasoline and diesel-powered vehicles and heavy equipment such as front-end loaders, backhoes, dump trucks, water truck, Hot Mix Asphalt machine, steel roller, street sweepers, snow removal attachments and other heavy equipment as well as smaller vehicles such as pickups, skid steers, etc.

- Knowledge of the operation and maintenance of various medium and heavy motorized equipment and vehicles.
- Knowledge and application of occupational hazards and safety rules and regulations related to equipment repair and maintenance.
- Knowledge of and ability to use equipment, materials and methods used in preventive maintenance and repair.
- Skill in reading and interpreting standards published in technical service manuals.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in the safe operation of medium and heavy motorized equipment and vehicles.

- Ability to follow written and oral instructions and directives.
- Ability to establish and maintain effective working relationships with co-workers and other public contacts.
- Skill in working independently and as a team member.

Certificates/Licenses: Must possess and maintain a Class A CDL required within 18 months of hire.

- Level One Water Distribution and Level One Collection Certificate within 24 months of hire
- Level One WasteWater Collection Systems Certificate within 24 mos. of hire.
- Certification as Traffic Control Technician within 12 months of hire
- Public Pesticide Applicator License for weed control within 24 mos. of hire

Recertification:

- Recertification for CDL
- Level One Water Distribution and Collection
- Level One Wastewater Collection
- Traffic Control Technician as required
- Public Pesticide as required

Use of Tools and/or Equipment: Should have some familiarization with the use of heavy equipment such as backhoes, tractors, mowers, pumps, etc. All manners of mechanical and hand tools and equipment including welder.

WORK ENVIRONMENT

Physical Demands: Good physical health, eyesight and hearing. Moderately heavy lifting, pushing, and pulling. May be required to lift and/or carry up to 50 pounds. Will be required to work in inclement weather conditions ranging from cold and wet winter days below freezing to hot summer days with temperatures above 100 degrees Fahrenheit. Various duties require stooping, bending and heavy lifting.

Hazards:

- The employee will be operating service equipment on City streets.
- Regular and frequent travel in a city vehicle within the City will be required.
- Daily exposure to hazardous work conditions. Prolonged and frequent exposure to dust, grease, extreme temperatures, or severe outdoor weather conditions. Recurring conditions which involve the chance of injury include working in traffic

conditions on city streets.

- The employee may be exposed to: Hot mix asphalt, rubberized asphalt, salt, oil, gasoline, diesel, herbicide, paint, signs, trash, tree limbs, dirt, gravel, pipe solvent, glue, gasoline, oil, diesel, and other utility and street maintenance related products.
- The employee is occasionally exposed to fumes, toxins, or caustic chemicals. This position could be exposed to chemicals such as paint, paint thinners, muriatic acid, industrial bleach, hydrochloric acid, sulfur dioxide gas, calcium and sodium hypochlorite powder, gasoline, and various degreasers.
- Exposure to UV radiation possible.
- Potential exposure to bacteria, including but not limited to E-coli, shigellosis, typhoid fever, salmonella, Mycobacterium tuberculosis, Leptospira, and cholera. Potential exposure to Aspergillus and other unknown disease-causing fungi. Possible exposure to parasitic organisms that may cause disease, such as cryptosporidium, giardia lamblia, entamoeba histolytica, hookworm, tapeworm, whipworm, and ascariasis. Possible exposure to viruses, including but not limited to: enteroviruses, adenoviruses, rotaviruses, parvoviruses, reoviruses, astrovirus, calicivirus, and hepatitis.
- Employee may be exposed to chemicals or organisms by direct contact with raw wastewater and sludges, or by inhalation of gases, particles, aerosols, vapors, or droplets.

Exposures:

Exposed to dangerous machinery and equipment, potential physical harm.

The primary work site is inside shop area with some work outside with exposure to extreme cold, below 32 degrees in winter with temperature changes, extreme heat, 95 to 105 degrees in summer with temperature changes, extreme wet or humid conditions, sufficient noise levels which interrupt conversation, body strain from repeated motion or shock, Exposure to fumes, odors, asbestos dust, hot mix asphalt, caustic soda, septic, etc.