



Career Service Authority

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Fleet Maintenance Support Engineer

GENERAL STATEMENT OF CLASS DUTIES

Performs intermediate level engineering support work for the maintenance, repair, replacement, modification, parts supply, and ordering of specialized and heavy duty automotive equipment.

DISTINGUISHING CHARACTERISTICS

This class performs intermediate level engineering support work. This class is distinguished from the Engineer class that performs intermediate level professional engineering work on a variety of engineering assignments with emphasis placed upon the application of engineering mathematics, principles, and practices on all phase of routine/moderately difficult engineering projects/assignments.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory duties.

ESSENTIAL DUTIES

Researches, analyzes, and designs equipment and services to accomplish city functions.

Prepares specifications and cost estimates and submits to purchasing for bids.

Evaluates bids for equipment specification compliance.

Monitors the construction of new equipment, requires vendors to make changes when appropriate, And inspects equipment upon delivery.

Analyzes operational procedures for facilities, equipment, and fuel systems ensuring proper operation.

Designs equipment systems, modifications, and methods for efficient operation of fleet maintenance functions.

Monitors and ensures compliance with all federal, state, and local laws and environmental regulations for fleet maintenance operations.

Develops data, estimates costs, and prepares justifications for annual capital equipment budget.

Investigates accidents, damage, or equipment failures and initiates corrective action.

Investigates and gathers information for legal actions pertaining to vendor's non-performance.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

General Engineering – Knowledge of the concepts, principles, and theories of engineering and their practical applications.

Materials Engineering – Knowledge of the concepts, principles, theories, and methods related to the composition, structures, and properties of materials, their use, behavior, and performance under environmental influences and the identification, processing, and manufacture of optimal materials for various applications.

External Awareness – Identifies and understands economic, political, and social trends that affect the organization.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Financial Management – Prepares, justifies, and/or administers the budget for project area, plans, administers, and monitors expenditures to ensure cost-effective support of project policies, and assesses financial conditions.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others toward an agreement, and negotiates to find mutually acceptable solutions.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements, determines short- or long-term goals and strategies to achieve them, coordinates with other organizations or parts of the organization to accomplish goals, and monitors progress and evaluates outcomes.

Interpersonal Relationship and Service Orientation – Demonstrated competency in working with a wide range of government departments with diverse business needs, interests, expectations, and requirements.

Oral Communication - Clearly communicates and explains organizational and program policies and work assignments to staff and communicates information about the program area's activities to peers, higher-level managers, administrative staff of other organizations, and internal and external customers.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner appropriate for context, time, and place. Written materials are of a routine nature and affect the immediate program area(s).

Interpersonal Skills - Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff from other organizations, internal and external customers, and local stakeholder groups to accomplish a program's mission. Adapts approach to different people and situations.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Performance Assessment – Knowledge of the principles, methods, and tools for conducting performance assessment to enhance and validate project performance and user acceptance.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Sitting: remaining in the normal seated position.
Climbing: ascending or descending objects usually with hands/feet.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Color Vision: ability to distinguish and identify different colors.

Working Environment:

Pressure due to multiple calls and inquiries
Subject to many interruptions

Education Requirement:

Bachelor's Degree with major course work in automotive or mechanical engineering.

Experience Requirement:

Three years of experience in applying engineering principles to operational problems, equipment, or other resources.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 02/21/2010

REVISED BY: Patricia Anderson

CLASS HISTORY This class was revised and updated and placed in the new class specification format as part of the Engineer/Architect Study, 2009.