



Career Service Authority

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Police Fleet Technician

GENERAL STATEMENT OF CLASS DUTIES

This is a skilled journeyman mechanic position in the diagnosis, overhaul, repair and maintenance of automotive vehicles and equipment. Work for this position involves full performance repair on gasoline, diesel, electric, and alternative/hybrid fueled trucks and cars, motorcycles, and many other types of machinery and equipment deployed by the Denver Police Department.

DISTINGUISHING CHARACTERISTICS

This class is a skilled journeyman mechanic position. All work must be performed with high consideration of police officers and public safety in mind. It is distinguished from the Automotive Service Technician, which performs routine maintenance on automotive equipment. It is distinguished from the Senior Police Fleet Technician which, along with diagnosing, overhaul, repair and maintenance of automotive vehicles and equipment, oversees other technician's work in progress.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

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

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Diagnose, reprogram, and repair of engine and powertrain control systems on gas, diesel, alternative fuel and hybrid fuel system using PC based diagnostic equipment. Diagnose and repair of vehicle emission systems. Perform Colorado state emissions testing.

Diagnose and repair of anti-lock braking systems (ABS), and traction control systems.

Diagnose and repair charging, starting, and electrical systems. Diagnose and repair electronically and mechanically controlled hydraulic systems.

Diagnose and repairs suspension and steering systems. Performs four wheel alignment using computer based equipment. Diagnose and repairs electronically controlled steering.

Overhaul gasoline, alternative fuel, and diesel engines, as well as electric motors. Perform complete repair of vehicle power plants. Diagnose and overhaul front, rear, and all wheel drive systems, manual, automatic, constant velocity transmission (CVT), electrical transmissions, standard and limited slip differentials, and electric and manual transfer cases.

Diagnose and repair fresh water and grey water plumbing, heating, ventilation, and air conditioning (HVAC), belts, hoses, water pumps, and related parts including refrigerant recycling and all component repair and replacement.

Diagnose and repair passive (airbags) and active restraint systems.

Construct, install, design, and repair specialized police add-on equipment such as light bars and controls, strobes, sirens, lift frames and arrow boards, consoles, and solid state vehicle interfaces. Including fabrication and welding of specialized equipment mounting systems. Design and fabrication of wiring schematics, engineered drawings, and working stand alone electrical systems.

Coordinate equipment requirements with police officers. Inspects civilian vehicles and provides expert testimony for police investigations.

Coordinate with vehicle manufacturers regarding severe usage problems.

Prepare and maintain maintenance records, and reports.

Performs other related duties as assigned or requested.

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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.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Vehicle Maintenance - Knowledge of motor vehicle engines, parts, and systems, including their designs, uses, repair, and maintenance.

Technical Problem Solving - Troubleshoots, diagnoses, analyzes and identifies system malfunctions to determine the source and cause of problem.

Reading - Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

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; advises others on technical issues.

Vehicle Operation - Knowledge of procedures for operating motor vehicles, including cars, trucks, or motorcycles.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Self Management - Sets well-defined and realistic personal goals; displays a high level of initiative effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

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

Mechanical - Knowledge of machines and tools, including their designs, installation, uses, repair, and maintenance.

Eye-Hand Coordination - Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job-related tasks (for example, to move carry or manipulate objects).

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of the practices, methods, materials and tools used in the repair and maintenance of automotive equipment sufficient to be able to diagnose, repair and overhaul a wide variety of automotive equipment.

Skill in using a full range of tools and machine shop equipment common to automotive diagnosis, maintenance and repair.

Skill in diagnosing, maintaining and repairing combustion engines, including electronic engine control and fuel injection systems, carburetion, and emission controls.

Skill in using a full range of tools and machine shop equipment common to automotive diagnosis, maintenance and repair.

Skill in diagnosing and repairing electrical, heating, air conditioning, braking and hydraulic systems.

Skill in minor vehicle repair and preventive maintenance.

Physical Demands:

Standing: remaining on one's feet in an upright position.
Walking: moving about on feet.
Lifting: raising or lowering an object from one level to another.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Pushing: exerting force upon an object so that the object is away.
Pulling: exerting force on an object so that it is moving to the person.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the wrist.
Kneeling: bending legs to come to rest on one or both knees.
Crouching: bending body downward and forward by bending legs.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Exposed to hazards from electro/mechanical/power equipment.
Exposed to toxic chemicals.
Exposed to infections and contagious diseases.
Subject to burns and cuts.
Subject to hazards of flammable, explosive gases.
Subject to injury from moving parts of equipment.
Subject to many interruptions.

Education Requirement:

Graduation from high school or possession of a GED Certificate and completion of an accredited automotive technician training course.

Experience Requirement:

Three years of full performance automotive mechanical experience which must have included transmission overhaul, electronic and electrical system diagnosis and repair, and engine repair.

Education/Experience Equivalency:

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

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application. Possession of a Colorado Refrigerant Registration and Possession of a Colorado Emission License by the end of the probationary period.

Provide and replace hand tools.

Must have Automotive Manufacturer Certification or ASE Certification (my the end of probationary period) in more than one automotive area.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/16/2006

REVISED BY: Tyrone Abeyta

CLASS HISTORY The specification has been reviewed as part of a maintenance study. The essential duties have been reviewed and revised. The specification is revised into the new specification format.