



Career Service Authority
Senior Police Fleet Technician

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GENERAL STATEMENT OF CLASS DUTIES

Maintains and repairs police fleet equipment performing mechanical, electrical, electronic, and assembly duties on gasoline, diesel, and alternative fueled vehicles and related subsystems and oversees other technicians work in progress.

DISTINGUISHING CHARACTERISTICS

This class maintains and repairs police fleet equipment and oversees other technicians work in progress. It is distinguished from the Police Fleet Technician which does not oversee other technicians work. It is distinguished from the Mechanic Line Supervisor which supervises the work of mechanics conducting police fleet maintenance for the Denver Police Department.

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 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 factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

Performs lead work over other technicians.

ESSENTIAL DUTIES

Coordinates the daily work program with the supervisor and monitor completion, identifying and resolving problems encountered by skilled technicians in the maintenance and repair of police vehicles and equipment.

Reviews completed work of technicians. May reject work and return for proper completion.

Diagnoses, overhauls, repairs and performs maintenance on fleet vehicles and equipment.

Maintains records utilizing automated record keeping and identifies trends in police equipment repairs.

Assists in writing work orders for repairs with attention to specific problems and good descriptions to provide for efficient work flow.

Coordinates parts needs with scheduled maintenance to assist in ensuring parts availability.

Orients and trains new employees in shop practices and the operation of specific specialized police equipment. Prepares the evaluation of employees subject to approval of supervisor.

Coordinates with vehicles manufacturers in evaluating technicians for factory training.

Opens and secures work facility and inspects for safe conditions.

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:

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

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.

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 organizational goals; causes change.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Oral Communication – Express information (for example, ideas or facts) to individual or groups effectively, taking into account the audience and nature of the information (for example,,

technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

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

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

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Handling: seizing, holding, grasping, or otherwise working with hands.

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:

Subject to burns and cuts.

Subject to hazards of flammable, explosive gases.

Subject in injury from moving parts of equipment.

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

Three years of full performance automotive technician experience working on a broad range of automotive and light duty vehicular equipment, which must have included two years of experience in the installation, repair, and maintenance of specialized police equipment.

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 a Colorado Emissions License by the end of probation.

Provide and replace hand tools.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/16/2006

REVISED BY: Tyrone Abeyta

CLASS HISTORY: This specification has been reviewed as a result of a maintenance study for all mechanics, and puts it into the new spec format.