

RESOLUTION NO. 24-2011

Amending the Job Description for the Position of
Fleet Maintenance Technician and Amending the
Pay Resolution to Accommodate Said Position.

WHEREAS, City Council wishes to amend the job description for the position of
Fleet Maintenance Technician; and,

WHEREAS, it is necessary to amend the job description for the position of Fleet
Maintenance Technician to properly reflect the duties of this position; and,

WHEREAS, City Council wishes to amend Resolution No. 49-2010 to adjust the
salary range of the Fleet Maintenance Technician position from Range 20 to Range 16;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of
Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Fleet Maintenance
Technician (Class Specification No. 192) as per the description attached hereto be and the
same is hereby amended.

SECTION 2. That Resolution No. 49-2010 establishing compensation for
classified positions in the City be and the same is hereby amended to adjust the salary
range for the Fleet Maintenance Technician position from Range 20 to Range 16.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this
Resolution in the appropriate record book.

Adopted September 6, 2011

[Signature on File]
President of Council

Attest:

[Signature of File]
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	FLEET MAINTENANCE TECHNICIAN	CLASS: No. 192
Department:	Public Service	
Date:	September 6, 2011	Title Revised: 1996
Reports To:	Fleet Manager	Updated: 2011
FLSA Status:	Non-Exempt	

General Statement of Duties

Under direction of the Fleet Manager, performs tasks related to mechanical repair and maintenance of City owned vehicles and equipment involving a significant degree of skill and mechanical aptitude; transports supplies and materials as related to work assignments and assists the Service Department with activities such as snow removal, emergency sewer maintenance and other departmental functions as directed by the Fleet Manager and/or Maintenance Superintendent; performs work with little or no direct supervision following a schedule established by the Fleet Manager and/or Maintenance Superintendent.

Essential Functions of the Position:

Performs mechanical repairs of cars, trucks and construction equipment including routine preventative maintenance and emergency repairs on a consistent basis using a variety of related skills.

Utilizes a working knowledge of the operation of a variety of motorized construction/maintenance equipment items including but not limited to backhoe/loader, dump trucks, push mowers, tractors and automobiles.

Maintains a clean and orderly work place.

Prepares simple records as required by the Fleet Manager.

Assists in the transportation of vehicles/equipment to/from off site locations and repair facilities.

Drives automobiles, trucks, and maintenance related equipment.

Works with chemicals, hazardous chemicals and supplies (i.e. antifreeze, oil, Freon, transmission fluid and cleaning fluids) on a regular basis.

Assists in the transportation and stocking of inventory parts and supplies.

Knowledge, Skills and Abilities:

Ability to lift and carry heavy objects up to fifty pounds and ability to regularly stand; walk; use hands to finger, handle, or feel; reach with hands and arms, ascend or descend ladders and stairs.

Working knowledge of the internal combustion engine and the preventative maintenance requirements thereof.

Working knowledge of vehicular/equipment preventative maintenance requirements related to electrical, body suspension, braking, steering, cooling, transmission, exhaust emissions and heating/air conditioning.

Sound mechanical aptitude.

Thorough knowledge of hand and power tools used in the mechanical maintenance of vehicles/equipment.

Thorough knowledge of occupational hazards and safety standards.

Ability to operate manual transmission (shift) vehicles/equipment.

Ability to communicate with other City staff and the general public in an effective and courteous manner.

Ability to effectively complete work reports and maintain inventory records on both written and computerized media.

Minimum Requirement of the Position:

Must possess a High School diploma, G.E.D. or equivalent certification. Minimum 3 years experience in the repair and maintenance of vehicle and mechanical equipment. Must possess a valid Ohio Class A Commercial Driver's License with Tanker Endorsement or a valid Ohio Driver's License and the ability to obtain a Class A with Tanker License within 6 months of the date of employment. Automotive Service Excellence (ASE) certification within twelve months of employment in heavy duty truck brakes, automotive air conditioning and automotive electrical systems. EVT (Emergency Vehicle Technician) certification in Fire Apparatus and Design within 12 months of employment. Current ASE and EVT certifications at time of employment preferred.

Must be available 24/7 as necessary.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 24 -2011; Effective September 6, 2011