



CITY OF ANN ARBOR, MICHIGAN  
JOB DESCRIPTION

## Vehicle and Equipment Technician

<b>Job Code:</b> 113010/113020/113030	
<b>Service Area:</b> City Administrator	
<b>Service Unit:</b> Fleet Services	
<b>Salary Grade (Non-Union):</b> N/A	<b>Pay Scale (Union):</b> AFSCME 28/31/33 <b>CP:</b> No
<b>Exemption Status:</b> Non-Exempt	
<b>Accountable To:</b> Fleet and Facilities Supervisor	
<b>Union/Non-Union:</b> Union	
<b>Union Name:</b> AFSCME	
<b>Essential Driver:</b> Yes	
<b>Responsible for supervising the following positions:</b> N/A	
<b>Description Prepared By</b> D. Kerry Laycock (March, 2004) / Revised 11/5/04 / Reviewed – No Changes 9/07/Updated by CJ Stegink and Matt Kulhanek 3/24/2021 HR Review – AW, EAJ 3/30/2021 Legal Review – MR 4/5/2021 Union Approved by Robert Sloan 5/6/2021	

**Date Job Description Finalized**

5/6/2021

**Role Summary**

To diagnose, maintain and repair City operated vehicles and equipment.

**Duties**

Duties are performed under the direct supervision of the Fleet and Facilities Supervisor or designee and may include the following:

Essential Duties

- Repairing and maintaining City vehicles
- Fabricating vehicle components and features for City use
- Diagnosing problems with City vehicles

Related Work

- Preparing and completing necessary paperwork on all completed repair orders
- Performing other related duties as assigned

**Knowledge of:** (position requirements at entry)

- Small engine automotive repair practices
- Large engine automotive repair practices
- Computer software applications (e.g. Microsoft Office and MainSaver)
- Electronic diagnostic equipment
- Basic mechanical principles
- Safety precautions relating to mechanical repair
- Safety precautions relating to hazardous substances
- Safety precautions relating to automotive repair
- Welding/fabrication procedures
- Electrical repair

**Skills and Ability to:**(position requirements at entry)

- Communicating through oral and written instruction
- Establishing and maintaining effective working relationships with fellow employees and the public
- Reading and interpreting technical manuals
- Troubleshooting and diagnosing mechanical, electrical and hydraulic problems
- Working as a team and independently
- Researching complex or technical problems

**Equipment**

Miscellaneous hand tools (which must be provided by the employee) and equipment, miscellaneous office equipment, welding tools, hoists, computer and diagnostic tools.

**Education, Training and Experience** (position requirements at entry)Required:

- High School Diploma or G.E.D. Equivalent
- Determined by the Vehicle and Equipment Technician Job Progression Outline

**Licensing Requirements** (position requirements at entry)

- Valid Driver's License; CDL – B (airbrake endorsement) upon hire or ability to acquire within 90 days of hire.
- State of Michigan Mechanic Certifications for repair categories of brake and braking systems, electrical systems, and suspension and steering systems for either Automobile/Light Truck Repair or Heavy-Duty Truck Repair.
- Forklift permit through Safety within 90 days of hire.
- Additional Licensing may be required at time of hire as provided for in the Vehicle and Equipment Technician Job Progression Outline

**Physical Requirements**

Positions in this class typically require: walking, standing, stooping, bending, crawling, climbing, kneeling, crouching, reaching, pushing, pulling, lifting, grasping and performing repetitive motions. The work requires the ability to operate hand and foot controls on machinery and equipment.

Incumbent may be exposed to hazardous physical conditions (i.e., confined spaces, heights, mechanical parts, electrical currents, vibration, etc.), poor atmospheric conditions (i.e., fumes, odors, dusts, gases, and poor ventilation), inadequate lighting, and intense noise.

The work often involves the ability to perform routine moderate lifting and carrying up to 25 lbs. including miscellaneous parts, brake parts, miscellaneous tools, tire/wheel assemblies, cases of oil and occasional heavy lifting up to 50 lbs. including miscellaneous parts, tire/wheel assemblies, misc. tools, hydraulic cylinders, tailgate spreaders, sweeper main brooms, brake parts and plow blades.

***The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.***