



City of Annapolis
 Office of Human Resources
 145 Gorman Street, 2nd Fl
 Annapolis, MD 21401-2535

• 410-263-7998 • Fax 410-295-7999 • TDD 410-263-7943 • www.annapolis.gov

Position Vacancy Announcement

Position	Fleet Maintenance Technician Part-Time	Opening date	March 18, 2020
Department	Transportation	Closing date	April 1, 2020
Salary range	\$24 per hour -		

This is a part time position. Hours not to exceed 28 hours per week.

General statement of duties

Maintains a variety of motor vehicles and computerized sub-components using sophisticated testing equipment and vehicle maintenance computer software and does related work as required.

Distinguishing features of the class

Employees in this class perform skilled mechanical repair work of a journeyman level with computerized testing equipment and maintenance software. Although the repair jobs they perform are frequently laid out for them in general terms and inspected on completion, they must be competent to carry on the intermediate phases of the work without assistance. They usually work subject to general directions from a Fleet Maintenance Leader or Fleet Maintenance Technician II, receiving instructions as to what tasks to perform and work methods to use on difficult repair jobs.

Examples of work (illustrative only)

- Repairs or overhauls light and heavy duty vehicles and machinery such as automobiles, buses, refuse trucks, fire trucks, mowers, sweepers and other light and heavy equipment;
- Performs general lubrication on all vehicles to include all oil and cooling system changes and inspections as well as lubrications and grease jobs;
- Inspects, adjusts and replaces components and parts as necessary or instructed;
- Changes tires and repairs flats, balances wheels, performs tune ups and changes filters;
- Repairs or overhauls chassis, brake system, suspension systems, cooling systems, axles, power train, clutches, electrical systems, steering systems and exhaust systems;
- Performs welding;
- Maintains automotive inventory;
- Records vehicle use, repairs and history;
- Conducts engine oil diagnostics;
- Road tests a variety of automotive equipment;
- Picks up and cleans parts, cleans and rebuilds components and subassemblies;
- Fills out maintenance sheets and logs;
- Cleans and cares for tools and equivalent;

- Uses vehicle maintenance computer software and testing equipment;
- Drives buses or other vehicles in emergency.

Required knowledge, skills and abilities

Good knowledge of principles and practices of general automotive maintenance and repair, and the equipment and supplies of the trade including modern technology; good knowledge of the mechanical parts of automotive equipment and maintenance software; ability to understand and comply with oral instructions; mechanical aptitude.

Additional Requirements

Possession of a valid Commercial Driver's License issued by the State of Maryland. Consent to chemical substance screening consistent with mandated Federal, State, and City guidelines and programs, to include random tests for the detection of drug or alcohol use.

Acceptable experience and training

Some experience in repairing automotive equipment in a general garage or automotive service station or municipal garage; experience in using computerized testing equipment and maintenance scheduling software; completion of a standard high school course and industry recognized automotive training course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Americans with Disabilities Act

Physical ability: strength and agility sufficient to lift and maneuver heavy objects such as tools and equipment, and to climb into and operate large items of machinery; ability to withstand working outside in extreme weather conditions.

Visual ability: sufficient to operate heavy equipment and trucks by day or night, to observe unsafe conditions of roadways, to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to understand radio transmissions and conversations with other individuals, both in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone, or by radio.

Freedom from mental disorders which would interfere with performance of the duties described.

Application process

Candidates must complete a City of Annapolis application online at <https://www.annapolis.gov/237/Jobs-with-the-City>. A completed application may instead be hand delivered to the City of Annapolis Office of Human Resources by the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation, gender identification or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.