



City of Kansas City, Missouri Job Class Specification

Job Title:	FLEET MAINTENANCE TECHNICIAN	Department:	MULTI
Job Code:	5224	Status:	NONEXEMPT
		Grade:	L-6

Summary This is semi-skilled to skilled work of a technical nature.

Work involves responsibility for performing semi-skilled and skilled tasks in the maintenance and repair of automobiles, light and heavy trucks, tractors and specialized equipment and assisting in the repair of heavy, earth-moving equipment, fire apparatus, etc. Assignments are normally received either orally or in writing and may include requirement of diagnosing mechanical malfunctions. Work is subject to review while in progress and upon completion.

Duties and Responsibilities

- Greases and lubricates automobiles, trucks, street sweepers and other automotive equipment; services batteries and other parts.
- Makes minor adjustments and repairs on motor equipment such as tune-ups, tire repairs, brake adjustments, replacing fan and drive belts, radiator hoses and other adjustments.
- Performs major repair and replacement work including major and minor engine overhaul; refaces valves and seats, grinds, assembles and makes adjustments; installs rings and bearings and insures proper clearances; overhauls and repairs brakes and clutches and rebuilds carburetors; overhauls and repairs differentials and transmissions; repairs and/or replaces water pumps and services cooling system.
- Services heavy road equipment in garage or field locations with gasoline, diesel fuel and oil; changes oil, oil filters and fuel filters; keeps appropriate records.
- Makes field service calls to change tires on automotive equipment such as light and heavy trucks, motor graders and tractors.
- Diagnoses, disassembles, inspects and otherwise services a diversified variety of automotive equipment, tractors, specialized equipment, attachments and mowers of various sizes; makes tests to locate defects in operation and as a check on repairs before returning equipment back into service.
- Performs minor body repairs; checks alignment of wheels; corrects body rattles; replaces and repairs door regulators and locks.
- Performs electrical work on automotive electrical wiring systems, such as installing batteries and terminals and correcting other defects; tests and repairs regulators, alternators, generators and starters; repairs electrical systems.
- Welds and does machine work incidental to completion of repair assignments; utilizes available shop tools and instruments to diagnose and repair equipment as needed.
- Makes repairs to and adjusts hydraulic control and pumping systems.
- Keeps garage areas clean; assists other mechanics in repairs of a complex nature; picks up parts when necessary.

Duties and Responsibilities (continued)

- Repairs, overhauls and maintains specialized equipment on pumpers, ladders and other motorized fire equipment such as pumps, hydraulic systems, steering mechanisms, brake, brakes, wiring, plumbing, drive shafts, gear reduction units, transmissions, differentials and diesel and gasoline engine overhaul.
- Performs operational tests of repaired equipment to certify for return to service.
- May operate snow removal equipment where required.
- Performs related work as required.

Technical Skills

- Must demonstrate ability to safely operate and interpret complex diagnostic equipment; determine the appropriate repair for equipment based on own knowledge and reference materials.
- Must demonstrate ability to perform calculations using changes in units of measure and in the interpretation of complex gauges and scales. Ability to differentiate between metric and standard units of measure. Perform calculations with liquid flows, pressures and volumes.
- This individual has typically completed an apprenticeship program or trade school.

Education and Experience

Three (3) months of semi-skilled experience in automotive repairs.
OR
An equivalent combination of education and experience which may include the successful completion of an automotive repair trade school or the successful completion of a vocational technical program in automotive maintenance or completion of the Automotive Service Excellence (ASE) certification as a master automotive/truck technician.

Certificates/ Licenses/Special Requirements

- Must possess a valid State –issued driver’s license in accordance with the City of KCMO policies.
- Possession of a valid CDL (Commercial Driver’s License) Class A, B or C issued by the State of Missouri prior to the end of the employee’s probationary period. (Appropriate CDL will be determined by the department).
- Must possess a valid State of Missouri Inspector Mechanic permit within 18 months from the date of hire.
- Must pass a physical examination as prescribed by the City.
- Will be required to pass a preemployment drug screen
- Must pass a background check as prescribed by the City.

Supervisory Responsibility

Supervision Received

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created
Revised**

9/06
1/08, 8/2022 , 01/2024, 02/2025