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**FLEET & EQUIPMENT TECHNICIAN**

**SCOPE OF WORK:**

Work involves activities associated with the maintenance and repair of a variety of automotive equipment with gas and diesel engines such as light and heavy-duty vehicles, tractors, and industrial equipment. Maintenance and repair is performed on a variety of systems including but not limited to engine, fuel, drive line, electrical, heating and air conditioning, brakes, emission control, chassis, and hydraulic systems.

**DUTIES PERFORMED AT ALL LEVELS:**

- Conduct diagnostic tests and analysis utilizing computer software/hardware and traditional troubleshooting methods and techniques; determine necessary repairs.
- Perform tune-ups to ensure efficient operation.
- Remove, repair or overhaul, and replace engines, transmissions, differentials; replace bearings, sleeves, pumps, plugs, injectors, points, seals, and other parts.
- Repair and replace alternators, batteries, gauges, etc.
- Rebuild and replace cylinders, brakes, etc.
- Replace shock absorbers, joints, springs, hoses, etc.
- Replace worn or damaged accessories.
- Replace windshields and perform minor auto body repair.
- Install, maintain, and test electronic equipment in vehicles, i.e. radios, top lights, sirens, scales, antennas, etc.
- Operate lathes and other machines in the fabrication of parts and tools.
- Clean and maintain shop area.
- Read and understand equipment repair manuals.
- Complete equipment repair orders, time sheets, and other forms as required.

<p><b>NOTE:</b> The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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**FLEET & EQUIPMENT TECHNICIAN I**  
GRADE G\*

8321

**LEVEL DEFINITION:**

Work at this level involves performing minor repairs on vehicles and equipment. Tasks are primarily routine, reoccurring, and performed with relative independence once learned. In larger shops, individuals at this level spend the majority of time performing tasks associated with minor repairs. However, they will be required to learn and

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8322  
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ND Class Description  
Fleet & Equipment Technician

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perform increasingly complex or major repairs under close supervision of the shop supervisor or with guidance by technicians in the work area. Work involving more complex and major repairs is reviewed as work activities are completed.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires the completion of a two-year curriculum in automotive or diesel/industrial equipment technology. Work experience performing duties similar in type and complexity to those to be performed and on vehicles and equipment like those to be serviced may be substituted for the educational requirement on the basis of two years of work experience for one year of education.

**FLEET & EQUIPMENT TECHNICIAN II**

8322

GRADE H

LEVEL DEFINITION:

Work is considered a full working level because it includes the entire range of service on vehicles and equipment. Work is distinguished from the previous level by the variety of tasks performed along with the increased complexity involved and level of independence with which those tasks are performed. Work is distinguished from the next higher level by the limited variety of vehicles and equipment on which repair is performed.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires the completion of a two-year curriculum in automotive or diesel/industrial equipment technology and one year of work experience in automotive or diesel repair, or completion of a three-year master technology program. Work experience performing duties similar in type and complexity to those to be performed and on vehicles and equipment like those to be serviced may be substituted for the educational requirement on the basis of two years of work experience for one year of education.

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**FLEET & EQUIPMENT TECHNICIAN III**

8323

GRADE I

**LEVEL DEFINITION:**

This level is characterized by the entire range of service performed on any fleet vehicles and equipment, including industrial equipment. Work is distinguished from the previous levels by the greater variety of vehicles and equipment serviced and the resulting increase in skill level required, complexity, and independence of action.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None.

**MINIMUM QUALIFICATIONS:**

Requires the completion of a two-year curriculum in automotive or diesel/industrial equipment technology and two years of work experience performing duties similar in type and complexity as those required to be performed. Or completion of a three-year master technology program and one year of work experience performing duties similar in type and complexity as those required to be performed. Work experience performing duties similar in type and complexity to those to be performed and on vehicles and equipment like those to be serviced may be substituted for the educational requirements on the basis of two years of work experience for one year of education. The appointing authority may also require appropriate certification by the National Institute of Automotive Service Excellence.

Eff. Date: 10/74

Rev: 10/86 – Revised series and developed separate class for diesel/heavy equipment

Rev: 04/97 – Reviewed series at request of DOT. Re-titled to Fleet & Equipment Technician. Combined the Diesel/Heavy Equipment Mechanic into the III level.

Rev: 03/03 – Reviewed and changed grade levels

Rev: 07/12 – Conversion to Hay System; \*Pay Grade Exception assigned (I level only)  
7/12; NDAC 4-07-04-11 & 4-07-04-12