



Job Description – Fleet Maintenance Technician

Location: Whitestown, IN

Full/Part Time: Full time

Regular/Temporary: Regular

Reports to: Fleet Maintenance Superintendent

Job Purpose:

The purpose of the position is to perform the routine vehicle and equipment pick-ups/ deliveries, parts running and clean-up of the department's facilities, equipment, buildings and grounds. A fleet maintenance technician performs repairs and maintenance work on various size engines and machinery which includes light to heavy duty vehicles and light to heavy duty construction and landscape equipment. Specifically, a fleet maintenance technician will be required to perform chassis, steering system, HVAC, brake system, general engine, tire and electrical work. Tools to perform job will be provided.

Essential Duties and Responsibilities:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Pick-up and delivery of vehicles and equipment as needed
- General building and grounds cleaning and up keep and organizing
- Assist maintenance technicians in maintenance activities
- Washing/cleaning vehicles as needed

- Assist with minor repairs or preventive maintenance of equipment
- Performs preventive maintenance and mechanical repairs on City vehicles and equipment.
- Performs electrical repair, maintenance and installation as necessary on City vehicles and equipment.
- Road service calls as needed.
- Maintains cleanliness and upkeep of maintenance area.
- Completes and updates repair and maintenance reports regarding City vehicles and equipment in enterprise asset management software.
- Must be able to work alongside law enforcement and fire department to achieve common goals.

Education, Knowledge, and Skills:

- Must have a high school diploma or equivalent
- Requires a valid driver's license (CDL preferred but not required) with a clean driving record.
- Ability to obtain Commercial Driver's License (CDL) through city funded CDL training within one (1) year of hire date.
- Availability to work outside of normal business hours when necessary for emergencies/ on-call assignments/ weather related events.
- Knowledge of hydraulic systems
- 2 years experience in automotive industry preferred but not required
- Ability to follow maintenance and repair manuals, maps, electrical diagrams, and complete vehicle maintenance logs.
- ASE Certified (brakes, drive train, electrical, gasoline and diesel engines) strongly preferred (will be required to obtain an ASE certification in related field with in one year of hire date) and EVT Certification preferred.
- Heavy duty truck experience preferred.
- Welding Certificate preferred.
- Snow removal equipment knowledge a plus.

Physical Demands/Work Environment:

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