



TOWN OF PALISADE, COLORADO

Fleet Technician Part Time Position

Division: Fleet Maintenance Part Time
Work Location: Town Shops, 175 East Third Street, Palisade, CO
FLSA Status: Non-exempt: 20-32 hour work week
Effective Date: November 7, 2024
Salary Range: \$18.00 – \$28.00/hr depending on qualifications and experience

To Apply: Submit application and resume by December 31st 2024 -
To : info@townofpalisade.org or at 175 East 3rd St, Palisade CO

SUMMARY:

Under the general supervision of the Public Works Director, you will perform journey-level repairs, maintenance and record keeping on a wide variety of automotive, small equipment, heavy duty trucks, construction equipment, fire apparatus, and police vehicles. Must possess acute attention to detail due to the necessity and sensitivity of properly functioning lifesaving Emergency Response Vehicles.

KNOWLEDGE, SKILLS, AND ABILITIES

Education and Experience:

Minimum of four years' experience directly related to heavy duty, medium duty, and/or small equipment repair and service is required. The mechanical aptitude to effectively solve issues on a wide variety of equipment and vehicles. Valid Colorado Driver's License. Certification(s) within the technical field of work - ASE Certification(s)

Preferred: Bachelor's or vocational degree from accredited college, university, or program in a related field or industry - or - four years of Military Service. Valid Colorado CDL

Must be 21 years of age or older.

Special Qualifications:

Proven history of effectively taking on more responsibility through advancement and/or leadership in career.

Ability to be a team player and effectively work with coworkers who have differing opinions

Ability to acquire additional certifications and training as needed

ESSENTIAL DUTIES

The following statements illustrate the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town retains the right to modify or change the essential and additional functions of the job at any time.

Fleet Maintenance:

- Maintain a great work ethic and attitude while working supervised or unsupervised
- Perform the required routine preventative maintenance on all Town vehicles and equipment
- Perform all major and minor repairs, maintenance, diagnostic, troubleshooting, and inspections on all applications, including automotive, small engine, fire apparatus, police vehicles, construction equipment, and diesel engines.
- Estimate cost and time of repairs, and determine the most cost-effective methods
- Accurate record keeping of all repairs and maintenance intervals.
- Test and operate light and heavy equipment when needed
- Order and purchase supplies and materials, maintain accurate inventory, conduct research and make recommendations on capital equipment purchases.
- Perform general cleaning and maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition.
- Required to keep and maintain a clean shop
- Required to maintain regular and punctual attendance

ADDITIONAL DUTIES

- Upon direction, can work independently and/or effectively supervise others as needed
- Perform general maintenance and construction work as needed
- Effectively communicate and have active listening skills
- Performs related work as required

REPORTING RELATIONSHIPS

Supervision Received:

Public Works Director

Supervision Exercised:

Contractors, subcontractors, salespeople, out of shop work completion

Knowledge of:

- Knowledge of equipment, materials and practices used in diagnosis, maintenance, and repair of a wide variety of mechanical devices and equipment.
- Standard practices of the automotive mechanics' trade.
- Knowledge and understanding of Employee Handbook and Town policies.
- Knowledge of and ability to use basic computer software applications.
- Knowledge of applicable safety rules and procedures.
- Knowledge and skills to manage multiple equipment repairs and work orders.

Ability to:

- To take direction, receive training, and develop technical skills.

- Work in a team environment or work independently effectively.
- Plan and supervise maintenance, service, and repairs for all open tickets.
- Operate light and heavy equipment as needed.
- Communicate clearly and concisely both orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: walking, standing, squatting, hunching, or sitting for extended periods of time; operating powered and non-powered equipment, and repetitive motions required to complete work.
- Understand the basic fundamentals of project management and completing tasks

Requires all items stated above. Maintain safe working environments. Communicate courteously and cooperatively with other staff and the general public. Work within a team environment. Work independently at times with minimum supervision. Requires a Colorado Driver's license. Ability to pass a background check. Be drug and alcohol free.

EQUIPMENT USED

Operates heavy and light equipment such as pick-up trucks, mowers, trimmers, utility vehicles, hand tools, air tools, power washer, skid-steer, mini-excavator, backhoe, street sweeper, dump truck, fire apparatus, police vehicles, emergency response vehicles, and other equipment as necessary to complete the task. Depending on the project, may also utilize a variety of other tools and equipment not listed.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position includes bending, stooping, reaching, standing, walking, and sitting due to the physical nature of the job on a daily basis.

Heavy Work: Exerting in excess of 100 pounds of force often, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Occasional lifting in excess of 50 pounds. Sufficient physical strength, stamina, and conditioning to conduct work continuously throughout the day. Exposure to noise levels of machinery and equipment requires safety precautions that include the wearing of PPE like ear and eye protection, appropriate clothing and safety toed shoes.

Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting workspace restrictions, intense noises, and light travel.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.