

**Job Title:** Fleet Service Technician III

**Job Status:** Full-Time

**Department:** Facilities

**Job Grade:** 206

**Reports To:** Fleet Supervisor

**Work Setting:** On-Site

**Pay Status:** Non-Exempt

**Date Created/Updated:** 12/19/2024

**Location:** Service Center

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### Position Summary

The Fleet Service Technician III is a seasoned professional who works independently with minimal supervision. This role requires extensive experience, with at least five years of relevant work in preventative maintenance and repairs on heavy equipment as well as light and medium-duty vehicles. The technician will be responsible for maintaining and repairing a variety of equipment, ensuring optimal performance and safety. While the primary work environment is a shop setting, occasional outdoor exposure is necessary. Oncall duties are included, necessitating immediate responses when required.

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### Essential Duties & Responsibilities

- Conducts routine preventative maintenance including changing oil and other fluids, greasing joints, and replacing filters on heavy machinery and light-duty vehicles with minimal supervision.
- Performs minor repairs on starters, alternators, brakes, belts, hoses, windshield wipers, and both gasoline and diesel engines independently.
- Completes necessary paperwork for work orders efficiently and accurately.
- Carries out safety checks on all equipment ensuring compliance with standards.
- Supports in heavy equipment repairs and adjustments, frequently lifting and carrying parts or equipment weighing up to 50 pounds.
- Assists junior mechanics on complex project work when necessary.
- Executes various other maintenance tasks independently as needed.
- Transports vehicles of all types to work locations or repair vendors reliably.
- Manages inventory effectively, oversees the check-out and check-in of parts, and identifies salvageable parts.
- Undertakes related duties and fulfills responsibilities with little to no supervision.
- Changes and repairs tires and washes equipment as needed.
- Innovates and explores creative approaches to assigned tasks and problem-solving.
- Helps develop and maintain an Asset Management database.
- Operates computer-based work order management systems proficiently.
- Responds to after-hours call outs with readiness and expertise.

### GENERAL RESPONSIBILITIES

- Demonstrate exemplary attendance: Manage your leave schedules meticulously to ensure seamless task completion, including handling special projects and critical assignments with deadlines.
- Adhere to NBU safety guidelines and practices: Lead by example in following safety protocols in every situation.
- Ensure an impeccable environment: Maintain cleanliness and safety in all work areas, offices, field sites, and vehicles, setting the standard for others.
- Exhibit superior customer service skills: Enhance communications with co-workers, customers, and the public, showcasing advanced

interpersonal skills.

-Uphold strict confidentiality: Protect business, employee, and customer information rigorously in both written and oral

communications, and diligently safeguard sensitive documents.

-Adhere to and enforce NBU policies and procedures: Ensure compliance with established guidelines and regulations, promoting adherence among peers.

-Embody NBU Core Values: Exemplify the highest standards of Integrity, Stewardship, Culture, Team, and Safety.

-Drive NBU Performance Measures: Actively participate in and support initiatives to achieve and surpass annual performance goals.

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### Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Field of Study: General Studies

Work Experience Time Frame: Five Years or More

Other: [Click or tap here to enter text.](#)

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### Certification and Licensures Requirements

- 3 or More ASE Certifications Preferred

- CDL Driver License

- State Inspection License

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### Other Minimum Qualifications

- Five years of experience in automotive mechanics (with an emphasis in diesel and hydraulic) is required.

- Specialized or technical training in automotive repair and maintenance may substitute for the required experience.

- Flexibility in available hours, including holidays, weekends, and/or after hours, is required.

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### Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Other Software Knowledge

Experience using dealer level scan tools.

### Experience with Machines, Tools, Equipment and Other Work Aids

Computers, printer, scanners, meters, torque wrenches, a/c gauges, pressure gauges, calipers & micrometers, welders, cutting torches, impact wrenches, sockets, hand wrenches, screw drivers, vehicle lifts, jacks, part washers, pullers, press, cranes

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## Physical Demands

### Standing: Constantly

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

### Fine Dexterity: Occasionally

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

### Walking: Constantly

- To Other Departments/Office/Office Equipment
- Around Worksite

### Lifting: Frequently

- Supplies
- Equipment
- Files

### Carrying: Occasionally

- Supplies
- Equipment
- Files

### Sitting: Occasionally

- Desk Work
- Meetings
- Driving

### Reaching: Constantly

- For Supplies
- For Files

### Handling: Frequently

- Paperwork
- Monies

### Kneeling: Frequently

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

### Pushing/Pulling: Constantly

- File Drawers
- Equipment

- Table and Chairs

- Hose

### Climbing: Constantly

- Stairs
- Ladder
- Step Stool
- Onto Equipment

### Vision: Constantly

- Reading
- Computer Screen
- Driving
- Observing Worksite

### Foot Controls: Frequently

- Driving
- Operating Heavy Equipment
- Dictaphone

### Balancing: Frequently

- On Ladder
- On Equipment
- On Step Stool

### Bending: Constantly

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground
- Making Repairs

### Crouching: Frequently

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

### Crawling: Constantly

- Under Equipment
- Inside Attics/Pipes/Ditches

### Hearing: Constantly

- Communication Via Telephone/Radio/To Co-Workers/Public
- Listening to Equipment

### Twisting: Constantly

- From Computer to Telephone
- Getting Inside Vehicle

Communication Via Telephone/Radio/To-Co-Workers/Public

**Talking:** Constantly

**Other:** Click or tap here to enter text.

**Environmental Factors**

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Health and Safety Conditions**

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Physical Danger or Abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Other:** Click or tap here to enter text.

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**Primary Work Environment:** Shop

Other: Safety vest, hard hat, safety glasses, face shield, steel toe shoes, gloves, ear protection, sun screen, insect repellent, wasp spray, instructions on proper lifting.

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**Overall Strength Demands**

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
  - Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
  - Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
  - Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
  - Very Heavy - Exerting 50 pounds constantly
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**Non-Physical Demands**

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:** Click or tap here to enter text.

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**Employee Statement of Understanding**

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

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Employee's Signature

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Employee's Printed Name

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Date