



**CITY OF CLOVIS, CALIFORNIA**  
invites applications for the position of:

# **Fleet Maintenance Leadworker**

An Equal Opportunity Employer

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**SALARY:**           \$34.71 - \$42.19 Hourly  
                      \$6,016.00 - \$7,313.00 Monthly  
                      \$72,192.00 - \$87,756.00 Annually

**OPENING DATE:** 06/13/22

**CLOSING DATE:** 07/01/22 04:30 PM

**DESCRIPTION:**

**The Immediate Opening Is for the Night Shift (2:00 p.m. to 10:30 p.m.)**

**DEFINITION**

Under general supervision, to lead and participate in the work of a crew of equipment mechanics and service workers engaged in the repair, maintenance and servicing of motorized equipment; to perform journey-level mechanical repair work; and to perform light and heavy related work as required.

**CLASS CHARACTERISTICS**

Positions in the class act as lead supervisors to journey-level Equipment Mechanics, Assistant Equipment Mechanics, and Equipment Service Workers on an assigned shift. Incumbents may work with immediate supervision or independently, depending upon the shift, and may be on call during off-duty hours for emergency repairs. Positions in this class assign, check, guide, correct, and participate fully in the work of subordinates. Incumbents participate in the evaluation of subordinates. Incumbents perform work which has some variation and which allows or requires a limited range of choice in the application of defined methods or procedures. Incumbents receive instructions when tasks are assigned and have some latitude in selecting work methods. Work is generally reviewed upon completion for final results. Incumbents are expected to refer to the supervisor for instruction on matters that do not fit a clear pattern.

**EXAMPLES OF DUTIES:**

Leads, reviews and participates in equipment maintenance activities; inspects motorized equipment, such as automobiles, trucks, tractors and off-road equipment; diagnoses and determines extent of necessary repairs; overhauls, repairs and adjusts engines, transmissions, differentials and clutches; performs tune-ups; installs new and reconditioned engines and transmissions; inspects, cleans, repairs and replaces components of gas, diesel, compressed natural gas, or other fuel systems, including carburetors, fuel pumps, strainers, fuel lines, tanks and gauges; repairs and replaces such components as alternators, distributors, relays, lights and switches; adjusts and replaces brakes; overhauls hydraulic, power steering, booster and vacuum systems; performs welding, soldering and brazing; performs minor body work; installs radiators, water pumps, hoses and cooling fans; installs axles; operates motorized equipment in connection with repair and servicing; keeps record of repairs; assists in maintaining inventory control of replacement parts; makes recommendations regarding requisitions and purchases of supplies, equipment and parts; trains subordinates; instructs assigned staff in work methods; checks and corrects work in progress and upon completion; notifies immediate supervisor of employee performance problems; reports to supervisor problems encountered in the assigned work and

progress in completing work assignments; observes and enforces safety regulations; inputs and retrieves fleet vehicle data from a personal computer work station; keeps records and prepares reports of work; prepares preventive maintenance monthly schedule; sets appointments for repair work; operates City vehicles; and performs related work as required.

## **TYPICAL QUALIFICATIONS:**

### **LICENSE REQUIRED**

- Possession of a valid Class A California Commercial Driver's License with appropriate endorsements and a good driving record.

### **EDUCATION AND EXPERIENCE**

Education:

- High school diploma or equivalent.

Experience:

- Five (5) years of journey level working experience in the maintenance and repair of automotive and/or heavy trucks and other power-driven equipment, including heavy equipment and diesel engines.

### **CERTIFICATIONS**

- Certified by the National Institute for Automotive Service Excellence (ASE) as a Master Automobile (MA) and Truck (MT) Technician, OR (ASE) Master Automobile (MA) OR Truck (MT) Technician AND Fire Equipment Mechanic II.
- As a condition of advancement within the classification salary range, persons hired in this classification will be required to continuously work towards and obtain a third certification as a ASE Master Automobile (MA) or Truck (MT) Technician or a State Fire Marshal Fire Equipment Mechanic II.
- Within four (4) years of employment, shall become certified by State Fire Marshall as a Fire Equipment Mechanic II or ASE MA or MT.
- Incumbents shall maintain all required ASE and Fire Equipment Mechanic Certifications.

### **QUALIFICATIONS**

Knowledge of:

- Methods, materials, tools and equipment employed in the rebuilding, repair and adjustment of motorized equipment;
- Fuel, ignition, electrical and cooling systems and their diagnosis, repair and adjustment; operation and care of internal combustion engines;
- Chassis, parts and replacements; provisions of the California Vehicle code applying to the operation of vehicles on the highway;
- Effective leadership methods; appropriate safety precautions and procedures; basic computer skills.

Ability to:

- Provide on-the-job supervision; make oral and written reports on work activities; prepare Preventive Maintenance schedules;
- Input and retrieve computerized data; inspect and diagnose mechanical problems and determine appropriate maintenance requirements and remedies;
- Perform mechanical repairs on a variety of motorized equipment;
- Use shop tools, such as drills, grinders, brake lathes and smog machines with skill and safety;
- Care for and maintain tools; understand pertinent procedures and functions quickly and apply them appropriately without immediate supervision;
- Operate a vehicle observing legal and defensive driving techniques;
- Maintain accurate records;

- Assign, check, correct and participate fully in the work of subordinates;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

## **SUPPLEMENTAL INFORMATION:**

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Strength: Medium work-lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.

### **SELECTION PROCESS**

Interested current full-time City of Clovis Public Utilities employees must submit a completed City of Clovis employment application, supplemental questionnaire, and the required certification, a complete (Application Package), no later than **4:30 p.m. on July 1, 2022**. Applications must be submitted online at [www.cityofclovis.com](http://www.cityofclovis.com). For additional questions, you may contact Personnel at (559) 324-2725. Brief resumes are welcome as a supplement to the City's standard application form; however, **the application form and supplemental questionnaire must be filled out completely to be considered**. You may attach your resume at the time of application submission to the attachment section of the application form. A resume only may not be submitted in lieu of a completed employment application to be considered. **Applicants may not attach any additional documents that are not required to their application or submit any other documents by mail, fax, or hand delivery**. Veterans Preference Points may be provided if a DD Form 214 demonstrating qualifying service is submitted to the Personnel Office by the position deadline date and time. Applicants may attach, hand deliver, or fax the required documents to (559) 324-2865. **Reasonable accommodation, when needed, for otherwise qualified candidates with disabilities, must be requested in writing and faxed to (559) 324-2865 at the time of application submission**. Applicants will receive notification regarding the status of their application by email, mail, or phone once the applications have been processed and reviewed.

Applicants must meet each qualification for the position by the deadline date. All applications will be reviewed based on the necessary employment standards for the position. Those candidates who best meet the needs of the operations may be invited to participate in a written examination that will be weighted 100%. Candidates must earn a score of 70% or higher to be placed on the eligibility list. Applicants receiving a passing score may be placed on an eligibility list for a period of up to one (1) year. Examinations and department interviews for the position will be administered in the City of Clovis. **As determined by the City and at the City's expense, successful candidates shall be required to complete and pass a medical examination, a drug/alcohol screen, and a background investigation**. Possession of a valid California driver's license and good driving record will be required prior to hire. Proof of citizenship or eligibility to work in the U.S. will be required at the time of hire.

### **REQUIRED DOCUMENTATION**

Required documentation must be attached before you submit your on-line employment application to the City of Clovis. The NEOGOV application site will allow you to attach documents to an application that you have already submitted however, the system will not allow the City of Clovis to view or print attachments after the on-line employment application has been submitted. If you do not attach the required documentation prior to submitting your on-line employment application you must submit documentation by fax or hand delivery by the deadline date. Failure to submit a completed (application package) will result in disqualification from the recruitment process. **Applicants may not attach any other documents to their application or submit any other documents by mail, fax, or hand delivery.**

### **The following document(s) are required:**

- Certification by the National Institute for Automotive Service Excellence (ASE) as a Master Automobile (MA) and Truck (MT) Technician

OR

- (ASE) Master Automobile (MA) OR Truck (MT) Technician AND Fire Equipment Mechanic II

**Note: Expired certifications will not be accepted.**

### EXAMINATION SCHEDULE

Eligible candidates will receive an email notification regarding the examination information. We will not be able to accommodate any changes with the examination date. If you are interested in the position you must be available for the scheduled examination.

The examination may consist of questions relative to knowledge of methods, materials, tools and equipment employed in the rebuilding, repair and adjustment of motorized equipment; fuel, ignition, electrical and cooling systems and their diagnosis, repair and adjustment; operation and care of internal combustion engines; chassis, parts and replacements; provisions of the California Vehicle code applying to the operation of vehicles on the highway; effective leadership methods; appropriate safety precautions and procedures; and basic computer skills. The examination may also contain questions regarding the ability to provide on-the-job supervision; make oral and written reports on work activities; prepare Preventive Maintenance schedules; input and retrieve computerized data; inspect and diagnose mechanical problems and determine appropriate maintenance requirements and remedies; perform mechanical repairs on a variety of motorized equipment; use shop tools, such as drills, grinders, brake lathes and smog machines with skill and safety; care for and maintain tools; understand pertinent procedures and functions quickly and apply them appropriately without immediate supervision; operate a vehicle observing legal and defensive driving techniques; maintain accurate records; assign, check, correct and participate fully in the work of subordinates; understand and carry out oral and written instructions; and establish and maintain effective relationships with those contacted in the course of work.

This job flyer does not constitute a contract and its terms and conditions can change without notice.

### THE CITY OF CLOVIS IS AN EQUAL OPPORTUNITY EMPLOYER

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofclovis.com>

Job #2200046  
FLEET MAINTENANCE LEADWORKER  
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OUR OFFICE IS LOCATED AT:  
1033 5th Street  
Clovis, CA 93612  
o: 559-324-2725 f: 559-324-2865  
[loris@cityofclovis.com](mailto:loris@cityofclovis.com)

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### Fleet Maintenance Leadworker Supplemental Questionnaire

- \* 1. Carefully complete your Application and Supplemental Questionnaire and submit by the final filing date as indicated on the job announcement. **It is important that your application show all the relevant education and experience you possess.** You may attach a resume, but this cannot be used in lieu of completing an application. Follow the instructions below on how to submit a complete application. Applications may be rejected if incomplete. Include a minimum of ten (10) years of current and/or previous work experience. Begin with your most current work experience through the previous ten (10) years. If you are unable to include ten (10) years of current and/or previous work experience you must include any combination of work or volunteer experience, academic or vocational school enrollment, and any periods of unemployment. The application may not contain any unexplained gaps in employment periods. Be sure to attach any required documents before submitting the application.

☐ Yes, I have read and understand the information listed above.

- \* 2. Please answer the following questions. This information is REQUIRED, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in any subsequent competitive assessment to identify those applicants to be invited to continue in the examination process. Resumes will not be accepted in lieu of required supplemental responses. Please do not say, "see resume" or "see application" or your application and supplemental questionnaire will be deemed incomplete.  
☐ Yes, I acknowledge and agree to the above statement.
- \* 3. The information provided in your application must support your selected answers to the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. With the completion of this supplemental questionnaire, you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may disqualify you from being considered for this position.  
☐ Yes, I acknowledge and agree to the above statement.
- \* 4. What type of Driver's License do you currently possess? Please do NOT attach a copy of your Driver's License at the time of application submission.  
☐ I currently possess a valid California Class A Driver's License with appropriate endorsements  
☐ I currently possess a valid California Class B Driver License  
☐ I currently possess a valid California Class C Driver License  
☐ I currently do not possess a valid California Driver License
- \* 5. Please list the state and expiration date MM/DD/YY of your current and valid Driver License. If you currently do not possess a valid Driver License, please explain.
- \* 6. Do you possess a High School Diploma or GED?  
☐ Yes  
☐ No
- \* 7. Are you a current full-time City of Clovis employee in the CPWEA bargaining unit?  
☐ Yes  
☐ No
- \* 8. How many years of journey level work experience in the maintenance and repair of automotive and/or heavy trucks and other power-driven equipment, including heavy equipment and diesel engines do you possess? **Note: Work experience must be listed on the application under "Work Experience" section.**  
☐ No experience  
☐ 1 year to less than 2  
☐ 2 years to less than 3  
☐ 3 years to less than 4  
☐ 4 years to less than 5  
☐ 5 years or more
- \* 9. The required certifications from the National Institute for Automotive Service Excellence (ASE) as a Master Automobile (MA) and Master Truck (MT) Technician, OR (ASE) Master Automobile (MA) OR Master Truck (MT) Technician AND Fire Equipment Mechanic II must be attached before you submit your online application to the City of Clovis. The NEOGOV application site will allow you to attach documents to an application that you have already submitted however, the system will not allow the City of Clovis to view or print attachments after the online application has been submitted. If you do not attach the required certifications prior to submitting your online application you must submit the certification by fax or hand delivery only by the deadline date and time to be considered for the position.  
☐ Yes, I have read and understand the information listed above.
- \* 10. To qualify for this position all relevant certifications must be listed on the application

under the "Certificates And Licenses section" and copies of the current certifications you possess must be submitted by the deadline date and time. Expired certifications will not be accepted. Do you possess certification from the National Institute for Automotive Service Excellence (ASE) as a Master Automobile (MA) and Master Truck (MT) Technician, OR (ASE) Master Automobile (MA) OR Master Truck (MT) Technician AND Fire Equipment Mechanic II?

☐ I possess current certification from the National Institute for Automotive Service Excellence (ASE) as a Master Automobile (MA) and Master Truck (MT) Technician.

☐ I possess current certification from the National Institute for Automotive Service Excellence (ASE) as a Master Automobile (MA) Technician AND Fire Equipment Mechanic II.

☐ I possess current certification from the National Institute for Automotive Service Excellence (ASE) as a Master Truck (MT) Technician AND Fire Equipment Mechanic II.

☐ I currently do not possess certification from the National Institute for Automotive Service Excellence (ASE) as a Master Automobile (MA) and Master Truck (MT) Technician, OR (ASE) Master Automobile (MA) OR Master Truck (MT) Technician AND Fire Equipment Mechanic II.

- \* 11. I acknowledge that if I am selected for the position as a condition of advancement within the classification salary range, persons hired in this classification will be required to continuously work towards and obtain a third certification as a ASE Master Automobile (MA) or Master Truck (MT) Technician or a State Fire Marshal Fire Equipment Mechanic II. Within four (4) years of employment, shall become certified by State Fire Marshall as a Fire Equipment Mechanic II or ASE, MA or MT. And incumbents shall maintain all required ASE and Fire Equipment Mechanic Certifications.

☐ Yes, I have read and understand the information listed above.

- \* 12. I acknowledge that the immediate opening is for a night shift position.

☐ Yes, I have read and understand the information listed above.

- \* 13. How many years of full time work experience as a shift foreman, leadworker or supervisor do you posses? **Note: Work experience must be listed on the application under "Work Experience" section.**

☐ No experience

☐ 1 year to less than 2

☐ 2 years to less than 3

☐ 4 years to less than 5

☐ 5 years or more

- \* Required Question