



**CITY OF ANKENY IOWA**  
invites applications for the position of:

## **Lead Fleet Technician**

**SALARY:** \$30.78 - \$37.80 Hourly  
\$64,027.00 - \$78,632.00 Annually

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

**CLOSING DATE:** 06/26/22 11:59 PM

### **FUNCTION:**

The City of Ankeny is accepting applications for the full-time position of Lead Fleet Technician in the Central Garage, a division of the Public Works Department. This position performs work under general supervision to lead, plan, and participate in the most difficult and responsible types of duties within the Central Garage Operation and can independently perform all repairs and servicing on a full range of vehicles and equipment owned by the City. Responsible for the supervision of staff in the absence of the Fleet Supervisor.

Starting salary is \$30.78 - \$35.63/hour (\$64,027 - \$74,119/annually), depending on experience, plus overtime and excellent benefits. Monday - Friday; 7:00 am - 3:30 pm; some weekend work. Must have a good driving record with no OWI in the last 5 years.

***Interested candidates should complete a City of Ankeny employment applications online no later than Sunday, June 26, 2022. Pre-employment physical, drug screen and background check required.***

*To advance in the hiring process, you must pass a civil service exam to be administered to all qualified applicants. Additional information will be emailed on **Monday, June 27, 2022**. Please check your email (and junk email) for testing information. Contact HR if you do not receive the testing information on 06/27/22.*

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Assists in the planning, coordination, training and supervision of staff responsible for providing maintenance and repair services relating to vehicles and equipment; assign technicians to defective equipment, explains defects and suggests methods of repair.
- Inspects, diagnoses, and locates complex mechanical difficulties in vehicles, trucks, and a variety of diesel and gasoline-powered maintenance and construction equipment to determine need for service and repair.
- Assesses incidents, complaints, accidents, and/or potential emergency situations for the purpose of resolving or recommending a resolution to a situation.
- Works with various division heads and operators in scheduling repairs, prioritizing work items, and determining need for repair work to be done by specialty shops.
- Researches suppliers for quality of work, price and service availability. Reviews bills from vendors to assure accuracy and completeness.

- Schedules and performs preventative maintenance on city vehicles including changing oil, greasing, and tune-ups.
- Performs repair and maintenance work on vehicles and heavy equipment including brake work, chassis work, transmissions, electrical work, fuel systems, cooling systems, emission control systems, welding, safety inspections, A/C repair, and hydraulic equipment.
- Works with outside vendors to coordinate repairs covered by warranty or beyond the scope of department repair capabilities.
- Installs vehicles with specialized equipment needed for various departmental operations.
- Operates units after repairs are complete to ensure good working order and that problems were corrected.
- Maintains adequate inventory of parts, supplies and tools needed to properly service vehicles and equipment.
- Maintains shop repair records, vehicle files, tool inventory lists, and material safety data forms.
- Delivers vehicles to dealerships and specialty shops. Picks up parts and supplies as needed.
- Performs cleaning and dispenser maintenance at the fueling facility.
- Keeps tools and equipment stored in appropriate locations, keeps shop clean and neat.
- Provides support for city programs and special events, community events, and emergency weather incidents.
- Assists others as requested, including participating in snow removal operations.

## **ENTRY REQUIREMENTS AND SKILLS:**

High school diploma or equivalent and 2-3 years of additional schooling, including automotive and diesel mechanics plus 5-7 years of related work experience as a fleet technician.

Skill in the use and care of tools, equipment, and materials applicable to the work. Ability to modify equipment to meet specific needs, ability to estimate costs, ability to maintain records and reports, and ability to establish and maintain effective working relationships with other personnel.

Ability to read and interpret technical manuals, related diagrams and instructions; ability to perform work in accordance with established time and safety standards under undesirable temperature conditions; ability to use automated sources of technical support such as CD Rom and the Internet.

Skill in replacing, repairing, adjusting, and overhauling a wide variety of automotive and heavy equipment operating systems; skill in the safe and efficient use of shop and power tools and equipment; skill in the safe operation of motor vehicles; skill in diagnosing automotive systems in order to determine the nature and extent of defects and malfunctions.

## **REQUIRED SPECIAL QUALIFICATIONS:**

Shall be able to obtain and maintain valid Commercial Drivers License (CDL) issued by the State of Iowa, Class B with airbrakes endorsement within 30 calendar days of hire.

Shall obtain and maintain a Mobile Air Condition Society (MACS) certification license within 30 calendar days of hire.

## **WORKING CONDITIONS:**

- Operates equipment having varying degrees of noise and vibration.
- Climbs and walks over uneven terrain.
- May be required to work in field environment.

- May be called out after normal working hours to perform duties necessitated by emergencies including windstorms, snow and ice.
- Works around moving objects.
- Possible exposure to toxic conditions, fumes, odors, dust and risk of bodily injury.

---

With a population of more than 70,000, Ankeny is one of the fastest-growing cities in the Midwest. Incorporated in 1903, the city is located just north of Des Moines, Iowa's capital city. Ankeny was named one of the Top 100 Places to Live by Money magazine, Bloomberg Businessweek's Best Places to Raise Kids, and Family Circle's Top 10 Best Towns for Families. Ankeny also has been designated a Playful City USA community by KaBOOM!. Ankeny offers an enviable quality of life with pedestrian friendly neighborhoods, numerous recreational and cultural amenities, a thriving business community and access to higher learning. The vibrant community and its leaders are active and engaged. More information can be found at [www.ankenyiowa.gov](http://www.ankenyiowa.gov). The City of Ankeny is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ankenyiowa.gov>

Position #00446  
LEAD FLEET TECHNICIAN  
AD

410 West 1st St  
Ankeny, IA 50023-1557  
515-965-6400

[adawson@ankenyiowa.gov](mailto:adawson@ankenyiowa.gov)

---

### Lead Fleet Technician Supplemental Questionnaire

- \* 1. Have you completed automotive and/or diesel mechanic courses? If yes, please list courses or certifications.
- \* 2. Do you have 5-7 years of work experience as a fleet technician?  
 Yes    No
- \* 3. Do you currently possess a Commercial Driver's License (CDL)?  
 Yes    No
- \* 4. Do you currently possess a Mobile Air Condition Society (MACS) certification?  
 Yes    No
- \* Required Question