

FLEET EQUIPMENT INSPECTOR

PURPOSE AND NATURE OF WORK

This is responsible for assisting in the preventive maintenance inspection work in the Vehicle Maintenance division. Responsibilities are primarily focused on the inspection and processing of vehicles to be disposed of, but will also inspect commercial vehicles to ensure safety and compliance with City-Parish ordinances. Work is performed in accordance with established policies and procedures under the general supervision of the Fleet Superintendent.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assists in an extensive preventative maintenance program for the Lafayette Consolidated Government fleet. Serves as liaison between supervisors and/or operators and the Vehicle Maintenance Division. Keeps records on all retired vehicles, equipment, etc., and prepared them for auctioning, including delivery to auction site. Prepares and coordinates annual inspections of fire trucks, bucket trucks, wreckers, aerial devices, etc., to assess condition of equipment. Inspects vehicles-for-hire, including taxis, ambulances, limousines, and similar vehicles, to ensure compliance with ordinances. Keeps records on all retired vehicles.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the principles governing gasoline and diesel internal combustion engines and hydraulics.

Some knowledge of the standard practices, methods, materials and tools of modern automotive maintenance.

Ability to maintain effective working relationships with other employees, supervisors, division managers, directors and other agency representatives involved in equipment repairs.

Ability to maintain and prepare appropriate records and reports and some knowledge of modern clerical work.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and progressively responsible experience in administrative duties related to fleet maintenance; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATIONS

Possession of the appropriate class E driver's license as issued by the State of Louisiana.