

## FUEL SYSTEM SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A Fuel System Specialist is responsible for organizing, scheduling and administering the City's Alternative Fuel Program. This includes planning and coordinating the expansion of the City's fleet of Compressed Natural Gas (CNG) powered vehicles; scheduling and coordinating of conversion of City vehicles to CNG by in-house and/or vendor staff; performing inspections of vehicles converted to CNG; performing maintenance on City-owned CNG refueling stations; assisting in the design and development of additional CNG refueling stations; scheduling and coordinating training for vehicle operators whose vehicles are powered by CNG; providing direction and expertise to CNG repair staff; and performs related duties as required.

**Commercial Motor Vehicle (CMV) Operation Assignment:** Incumbents within this class authorized by the Department Director and Human Resources to intermittently operate a City CMV will be required to: maintain a valid Department of Transportation (DOT) Medical Examiner's Certificate; maintain a valid commercial driver's license (CDL) of the appropriate class and with the appropriate endorsements, and without an airbrake restriction; and, will be subject to all applicable Federal Motor Carrier Safety Administration (FMCSA) regulations, Arizona Revised Statutes (ARS), Arizona Administrative Code (AAC), and City Policies regarding licensure, drug and alcohol testing, and safe CMV operation.

**Distinguishing Features:** The Fuel System Specialist is distinguished from the other classifications in Fleet Services by its primary responsibility for overseeing the Alternative Fuel Program. This class is supervised by the Fleet Maintenance Superintendent. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to high school graduation or GED. Extensive (5+ years) experience in the maintenance and operations of CNG compressor stations, related electronic and electrical controls and device, and CNG refueling stations.

**Special Requirement.** Must possess a valid Class D Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures. Certain positions within this class are subject to DOT drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 382 (*by assignment*).

**Preferred/Desirable Qualifications.** Personal computer (PC) and modem experience is highly desirable. Experience in the supervision of related staff is also highly desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with coworkers, management, other City employees, vendors, and user departments in order to establish and maintain effective working relationships and receive or provide instruction/information related to equipment and vehicle maintenance. Trains personnel in CNG fueling and safety. Prepares and maintains accurate work records.

**Manual/Physical:** Inspects, repairs and calibrates CNG dispensing equipment. Services and repairs compressors, valves and controls. Inspects vehicles converted to CNG for the purpose of determining compliance to safety standards. Uses various tools for the purpose of maintaining CNG equipment. Prepares various reports. Operates motor vehicles and equipment requiring a standard Arizona Driver's License for transportation to various facilities and meetings.

**Commercial Motor Vehicle (CMV) Operation Assignment:** Operates a single motor vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more requiring a class B CDL; a combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more requiring a class A CDL; or any single vehicle or combination of vehicles used in the transportation of hazardous materials requiring a class C CDL or class A/B CDL hazardous materials endorsement. Follows FMCSA regulations, State statutes, and City Policies regarding licensure, prohibited drug and alcohol use, and safe CMV operation.

**Mental:** Diagnoses and troubleshoots CNG dispensing equipment problems. Plans and organizes own work activities and work assignments. Directs the work of others as needed. Adapts tools and materials to special problems. Comprehends and makes inferences from various written material pertaining to alternative fuels. Understands and interprets blueprints related to CNG fuel dispensing facilities. Learns job-related material through on-the-job training and in classroom settings.

### Knowledge/Skills/Abilities:

Knowledge of:

the characteristics and maintenance of automotive and mechanical equipment;  
fuel composition and quality of natural gas used as vehicle motor fuel;  
the control equipment used in distributing and dispensing natural gas into vehicles;  
the methods used to calibrate natural gas dispensing equipment;  
the standards and practices associated with CNG fuel and related equipment;  
the methods used to service and repair compressors, valves and controls;  
the applicable electrical codes pertaining to fueling station operation and maintenance; and  
the hazards and safety precautions necessary when working with flammable gases and high voltage.

Skill in:

diagnosing, troubleshooting and repairing CNG compression equipment;  
inspecting and repairing CNG dispensing equipment;

using and maintaining tools and equipment used to inspect, diagnose and repair CNG equipment; and inspecting vehicles converted to CNG for the purpose of determining compliance to safety standards.

Ability to:

review and analyze monthly data from the Equipment Management Information System to determine trends and to assist in preparing a fuel consumption report; and perform diagnostics and troubleshooting of CNG equipment to determine component failure and to initiate repair.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

Revised 06/25

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CS4460.DOCX

EEO-SCW

JOB FCTN-MEC

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 48

IND-8380

SWORN-N

Non-DOT Random-N

DOT-Y (*By Assignment*)

INCREMENTS 81-200