

City of Tampa Employment Services Division  
**FLEET MECHANIC APPLICATION SUPPLEMENT**

Check the job(s) for which you are applying:

- Fleet Mechanic I
- Fleet Mechanic II
- Fleet Mechanic III

**NAME** \_\_\_\_\_

Date: \_\_\_\_\_

.....  
Please read and follow the instructions below for completing this form. Failure to complete and return this form will delay your consideration for employment.

**PART I - TECHNICAL TRAINING AND CERTIFICATIONS**

**1. NIASE Certifications.** List the NIASE certifications you have received in the automotive or truck categories. A photocopy of the certificate must be submitted with the employment application.

Automotive _____	Date Received _____
_____	Date Received _____
_____	Date Received _____
_____	Date Received _____
_____	Date Received _____
_____	Date Received _____
_____	Date Received _____

Truck _____	Date Received _____
_____	Date Received _____
_____	Date Received _____
_____	Date Received _____
_____	Date Received _____
_____	Date Received _____
_____	Date Received _____

**2. Technical Training.** List the training you have had in the maintenance and repair of automotive, construction and special vehicles and equipment, i.e. Technical Institutes (such as Ryder); Vocational/Technical Schools, including high school auto courses; Service Schools (military, manufacturer, dealership). Specify the length of the training (months/years) and/or the number of hours of training.

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**PART II** - Enter in the spaces below, information about **YOUR JOBS related to maintenance & repair work on automotive, construction and special vehicles and equipment.** Note: A complete work history must be presented on the employment application.

**JOB #1:**

Name of Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
 Address: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
 Your Supervisor's Name: \_\_\_\_\_ # of Employees YOU Supervised \_\_\_\_\_

**JOB #2:**

Name of Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
 Address: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
 Your Supervisor's Name: \_\_\_\_\_ # of Employees YOU Supervised \_\_\_\_\_

**JOB #3:**

Name of Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
 Address: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
 Your Supervisor's Name: \_\_\_\_\_ # of Employees YOU Supervised \_\_\_\_\_

**JOB #4:**

Name of Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
 Address: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
 Your Supervisor's Name: \_\_\_\_\_ # of Employees YOU Supervised \_\_\_\_\_

**JOB #5:**

Name of Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  
 Address: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
 Your Supervisor's Name: \_\_\_\_\_ # of Employees YOU Supervised \_\_\_\_\_

**PART III** - The next part of this Supplemental Form is arranged to help you give us information about your work experience. On the following pages, you will find a list of fleet mechanic tasks. Please read each task and mark the **JOB NUMBER** (from the positions you listed above) in the 1<sup>st</sup> Column Box to indicate on which job(s) you performed the task. Using the scales below, indicate your skill level in the 2<sup>nd</sup> Column Box and how often you have done that activity (3<sup>rd</sup> Column Box).

**SKILL LEVEL** (My level of skill is .....)  
 1 = Not very good, pretty weak.  
 2 = Acceptable, a good solid average.  
 3 = Very Good. one of the best.

**FREQUENCY** ( I did this task....)  
 1 = Never, have not ever done it.  
 2 = Occasionally, do it a few times a month.  
 3 = Frequently, four or more times a week

**EXAMPLE:**

TASK	JOB(S)	SKILL	FREQUENCY
24. Adjust brake shoe clearance.	3	3	2
33. Repair conveyor belt assemblies.	1, 3	1	1

TASK	JOB(S)	SKILL	FREQUENCY
1. Repair/replace air brake system, compressor and associated components			
2. Repair/replace brake shoes, drums, wheel & master cylinders.			
3. Diagnostic inspection of brake system.			
4. Remove/replace hydraulic lines & controls.			
5. Remove/replace hydraulic cylinders.			
6. Repair winches including controls, wiring & mounting hardware (1/2" cable or smaller)			
7. Diagnose repair needs & road test completed work (2-1/2 ton vehicles and under).			
8. Diagnose and repair emission control systems.			
9. Adjust, rebuild and/or replace gasoline engine blocks and related components of engines less than 20 h.p.			
10. Remove/install automatic transmission and adjust linkage (automotive).			
11. Overhaul standard transmission (automotive).			
12. Diagnose and perform minor repairs to instruments, gauges, etc. (instrument panel).			
13. Remove and replace instruments and gauges (instrument panel)			
14. Overhaul automatic transmission (automotive).			
15. Align front end and balance tires.			
16. Repair power take off unit and related components.			
17. Repair/replace starter motor.			
18. Make computerized tune-up check.			
19. Replace/repair generator, alternator, voltage regulator and related wiring harnesses and components.			
20. Repair diesel electrical system.			
21. Repair electronic ignition system (replace components as necessary)			
22. Rewire, replace and modify lighting system/switches.			
23. Perform minor repairs to lighting system.			
24. Adjust brake shoe clearance.			
25. Adjustment and minor repairs to steering brakes.			
26. Adjust clutch & clutch controls including repair/replacement of slave and master cylinders & bleeding of lines.			
27. Assist fleet equipment mechanic in repairs.			
28. Adjust, repair/replace components of the fuel system: tanks, lines, pump, filter, carburetor, linkage (gasoline)			
29. Tune-up of gasoline engine.			
30. Remove, repair/replace radiator & related components.			

TASK	JOB(S)	SKILL	FREQUENCY
31. Replace components of the exhaust system.			
32. Adjust, rebuild and/or replace gasoline engine blocks and related components (over 200 cid).			
33. Repair conveyor belt assemblies (on street sweeper).			
34. Minor adjustment to main broom of mechanical sweeper, including shaft and bearing replacement.			
35. Remove, repair/replace tractor sweeper brooms and assemblies.			
36. Repair, remove/replace blade assembly & related components including any necessary welding.			
37. Repair/replace components of the water spray system not including the pump (street sweeper).			
38. Repair/replace components of the asphalt spray system, not including the pump.			
39. Repair differential carrier (2-1/2 ton equipment and under)			
40. Repair/replace cooling system belts, hoses and clamps; check pressure of system.			
41. Repairs to truck cab fixtures.			
42. Repair or replace cables and attachments.			
43. Adjust/replace auxiliary clutches.			
44. Inspect/repair/replace boom assemblies.			
45. Minor repairs and adjustments of steering assembly and related components.			
46. Major repairs to steering assembly & related components.			
47. Repair/replace drive shaft, universal joints and support bearings.			
48. Minor repairs to starting system.			
49. Remove, charge, service and/or replace battery.			
50. Repair/replace dirt shoe runner, deflector assembly and dirt shoes on street sweepers.			
51. Minor repairs & adjustments of chain drives & sprockets.			

**NOTE:** The following tasks are only for HEAVY EQUIPMENT that you have worked on. Be sure to list the equipment at the end of this section.

52. Repair/replacement of steering brakes			
53. Remove/replace clutch assembly and/or flywheel.			
54. Overhaul/repair of heavy equipment transmission.			
55. Repair diesel fuel system.			
56. Major winch repairs – all components (over 1/2" cable).			
57. Diagnose repairs needed on heavy equipment (graders, rollers, pavers)			
58. Adjustments to chain drives requiring disassembly.			
59. Repairs to bogies/rollers/idlers on tracked vehicles.			

