



City of Loveland

FLEET MANAGEMENT DIVISION

CAREER & DEVELOPMENT INCENTIVE PROGRAM

Goal: Our goal is to recruit, hire, develop and retain the most highly skilled and talented employees available. This program supports fair and equitable opportunities for professional growth and career development for employees in good standing.

Fleet Technician I, Fleet Technician II, Master Fleet Technician I & Master Fleet Technician II:

Employees may advance in knowledge, skill and Fleet Technician level, as required qualifications are achieved at either the mid-year or end of year Performance Review process. See note below.

Senior Emergency Vehicle Technician & Senior Fleet Technician:

Advancement opportunities into these roles are only available when such position(s) become available. However, this program will support the training necessary to prepare staff for such opportunities.

CAREER INCENTIVES

National Institute of Automotive Service Excellence (ASE) tests and certifications are nationally recognized in the United States and Canada as industry standards to measure a Technician's knowledge and competency level. The tests are comprehensive, challenging, and cover all major vehicle repair groups in the categories (Automobiles, Medium/Heavy Trucks, Medium/Heavy Vehicles, Transit Buses, School Buses, Parts, Service Consultants, and Collision Specialists). An individual must pass all repair group tests in a vehicle category to achieve a Master Certification in that category. Recertification is required every five years in each category. Since certification tests are changed annually, Technicians must stay abreast of new technology in order to pass the tests, therefore ensuring high quality standards and service for our customers.

At an operational level, ASE's Blue Seal of Excellence Recognition Program adds credibility, and demonstrates that the City of Loveland supports ongoing growth and development within Fleet Management.

1. Incentives will be paid through a stipend process. Certification stipends will be implemented within 30 days of the employee's submission of the ASE/EVT certification document. Stipends will not be processed retro-actively. Fleet Management will pay the employee for testing, including travel time. To the extent possible, testing and travel shall occur during the employee's normally scheduled working hours.
2. All levels of Fleet Technician will receive a stipend for each unexpired ASE Certification held in the Automotive/Light Truck (8certifications), Medium/Heavy Truck (7 certifications), Transit Bus (7 certifications). Fleet will offer the stipends to a maximum of two (2) Master certifications. In addition, all levels of Fleet Technician will receive an additional stipend for the same amount for holding unexpired Advanced Engine Performance Specialist Certification (L1) and/or Electronic Diesel Engine Diagnosis Specialist Certification (L2).
3. Senior Fleet Technicians will receive a stipend for each unexpired ASE Certification held in the Master ASE Automotive/Light Truck, Medium/Heavy Truck, Transit Bus. Fleet will offer the stipends to a maximum of two (2) Master certifications. In addition, any Senior Fleet Technician will receive an additional stipend for the same amount for holding unexpired Advanced Engine Performance Specialist Certification (L1) and/or Electronic Diesel Engine Diagnosis Specialist Certification (L2).



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4. Emergency Vehicle Technicians (EVT) will receive a stipend for each unexpired ASE Certification held in the Master ASE Automotive/Light Truck, Medium/Heavy Truck, Advanced Engine Performance Specialist Certification (L1), Electronic Diesel Engine Diagnosis Specialist Certification (L2), EVT exams F1 through F-6, and A-1 through A-3.
5. The Fleet Services Coordinator will receive a stipend to obtain and maintain an unexpired ASE Automotive Service Consultant Certification.
6. The Fleet Buyer and Fleet Parts Technician will receive a stipend per certification to obtain & maintain an unexpired ASE Medium/Heavy Truck Dealership Parts Specialist (P1) and/or Automotive Parts Specialists (P2).
7. Fleet Management will fund the cost of all initial ASE Certification and Recertification testing as described below:
 - a. Fleet will fund up to a maximum of two (2) retests when the certification is a requirement of the employee's position.
 - b. Fleet will fund up to a maximum of one (1) retest when the certification is at the employee's discretion.
 - c. For the EV Technician/certifications, Fleet will typically fund all costs associated with certifications due to the nature of the testing and the essential requirements.
8. When any certification expires, the accompanying stipend will also expire (ie – the stipend will be removed and the employee will no longer be paid for that certification). All certifications within a Master level certification must be current prior to the end of the calendar year to maintain an employee's title as Master Fleet Technician I or II, Senior Fleet Technician & Senior EVT. If a required certification is not renewed by calendar year end, the Technician will be placed into the appropriate title/pay level for the certification currently held at that time, which may result in a reduction in base pay if the current pay rate is outside the appropriate pay level. Employees must provide proof of certification status at each year-end performance evaluation.
9. Fleet Management will provide in house CDL training of up to twenty-four (24) hours and fund the cost, up to a maximum of two (2) tests, by an external testing vendor.
10. Fleet Management will fund a tool allowance to Technicians annually in April (subject to annual budget approval) in the amount listed below.
11. With proof of coverage, Fleet Management will reimburse Technicians up to \$800 annually for personal tool insurance.

***Note** - Pay incentive increases due to higher levels of certification will not automatically result in an increase to the base hourly pay rate



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CAREER INCENTIVES:

Master Automobile & Light Truck Certification			
<i>Earnings Code / Requirement</i>	<i>Certification Title</i>	<i>Stipend Amount</i>	
A1	Engine Repair	\$	5.77
A2	Automatic Transmission/Transaxle	\$	5.77
A3	Manual Drive Train & Axles	\$	5.77
A4	Suspension & Steering	\$	5.77
A5	Brakes	\$	5.77
A6	Electrical/Electronic Systems	\$	5.77
A7	Heating & Air Conditioning	\$	5.77
A8	Engine Performance	\$	5.77
	Potential Incentive Earnings / Pay Period	\$	46.16
	Potential Incentive Earnings / Annually	\$	1,200.16

Medium-Heavy Truck Certification			
<i>Earnings Code / Requirement</i>	<i>Certification Title</i>	<i>Stipend Amount</i>	
T2	Diesel Engines	\$	5.77
T3	Drive Train	\$	5.77
T4	Brakes	\$	5.77
T5	Suspension & Steering	\$	5.77
T6	Electrical/ Electronic Systems	\$	5.77
T7	Heating, Ventilation & Air Conditioning	\$	5.77
T8	Preventive Maintenance Inspection	\$	5.77
	Potential Incentive Earnings / Pay Period	\$	40.39
	Potential Incentive Earnings / Annually	\$	1,050.14



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Emergency Vehicle Technician Certifications		
<i>Earnings Code / Requirement</i>	<i>Certification Title</i>	<i>Stipend Amount</i>
Level I		
F1	Maintenance, Inspection, & Testing of Fire Apparatus	\$ 5.77
F2	Design and Performance Standards of Fire Apparatus	\$ 5.77
Level II		
F3	Fire Pumps and Accessories	\$ 5.77
F4	Fire Apparatus Electrical Systems	\$ 5.77
Level III		
F5	Aerial Fire Apparatus	\$ 5.77
F6	Allison Automatic Transmissions	\$ 5.77
Desired Certification		
ARFF1	Design & Performance Standards and Preventive Maintenance of Aircraft Rescue and Fire-Fighting Vehicles	\$ 5.77
ARFF2	Chassis and Vehicle Components of Aircraft Rescue and Fire-Fighting Vehicles	\$ 5.77
ATFF3	Extinguishment Systems of Aircraft Rescue and Fire-Fighting Vehicles	\$ 5.77
Potential Incentive Earnings / Pay Period		\$ 51.93
Potential Incentive Earnings / Annually		\$ 1,350.18

Transit Bus Certification		
<i>Earnings Code / Requirement</i>	<i>Certification Title</i>	<i>Stipend Amount</i>
H1	Compressed Natural Gas (CNG) Engines	5.77
H2	Diesel Engines	5.77
H3	Drive Train	5.77
H4	Brakes	5.77
H5	Suspension & Steering	5.77
H6	Electrical/Electronic Systems	5.77
H7	Heating Ventilation & Air Conditioning	5.77
H8	Preventive Maintenance & Inspection	5.77
Potential Incentive Earnings / Pay Period		46.16
Potential Incentive Earnings / Annually		1200.16



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Additional Technician Certifications			
<i>Earnings Code / Requirement</i>	<i>Certification Title</i>	<i>Stipend Amount</i>	
L1	Advanced Engine Performance Specialist	\$	5.77
L2	Electronic Diesel Engine Diagnosis Specialist	\$	5.77
	Potential Incentive Earnings / Pay Period	\$	11.54
	Potential Incentive Earnings / Annually	\$	300.04

Fleet Professional Certifications			
<i>Earnings Code / Requirement</i>	<i>Certification Title</i>	<i>Stipend Amount</i>	
P1	Parts Specialist	\$	9.62
P2	Parts Specialist	\$	9.62
	Potential Incentive Earnings / Pay Period	\$	19.24
	Potential Incentive Earnings / Annually	\$	500.24
C1	Automobile Service Consultant	\$	15.385
	Potential Incentive Earnings / Pay Period	\$	15.38
	Potential Incentive Earnings / Annually	\$	400.00

Other Incentives			
	Tool Allowance (grossed up)	\$	750.00
	Tool Insurance (with proof of coverage)	\$	800.00