

CITY OF GILROY IS HIRING

ASSISTANT FLEET TECHNICIAN | Part-Time

Public Works Department – Fleet Division

\$26.55 to \$32.52 per hour

Monday- Friday from 8:00am to 1:00pm (25 hours/week)

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion, and belonging. Join our team!

ABOUT THE POSITION

The City of Gilroy is seeking a dedicated part-time Assistant Fleet Technician to join our esteemed Fleet Division within the Public Works Department. As a member of our team, you will play a vital role in ensuring the high-quality repair and maintenance of all city-owned vehicles, heavy trucks, and equipment.

Under the direction of the Senior Equipment Mechanic and the Fleet & Facilities Superintendent, the Assistant Fleet Technician role offers an outstanding opportunity to launch a career in fleet maintenance. This entry-level position is ideal for motivated individuals eager to gain practical, hands-on experience in municipal fleet maintenance operations while working alongside experienced mechanics in a dynamic public safety environment.

In this role you will assist with routine and preventative maintenance such as oil and filter changes, rotate and replace tires, replace batteries, support inspections and further repairs, and contribute to the upkeep of specialized public safety vehicles and equipment. Additionally, you will support the installation and maintenance of emergency lighting and siren systems, sub-electrical panels and related electrical components, and assist with computer hardware and other specialized equipment utilized in public safety and fleet operations. In this role you will gain exposure to the technical, mechanical and electronic systems integral to maintaining safe and reliable municipal fleet.

Join us at the City of Gilroy and kickstart your career in mechanics as an Assistant Fleet Technician. Take the first step towards a rewarding career by applying now!

ABOUT THE DEPARTMENT

The Fleet Division at the City of Gilroy is dedicated to delivering high-quality repair and maintenance services for all city-owned vehicles, heavy trucks, and equipment. Our mission is to ensure the safe and efficient operation of these essential assets, contributing to the seamless delivery of municipal services to our community. Our team of skilled mechanics and technicians strives to uphold the highest standards of maintenance practices. We provide reliable support to our city departments, including public safety agencies, and facilitating the smooth functioning of daily operations.



APPLICATION CLOSING DATE:

April 6, 2026

ORAL PANEL INTERVIEWS:

April 22, 2026

FINAL INTERVIEWS:

TBD

Note: The examination process/schedule may be changed as needed by the City.

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following items with your electronic NEOGOV application:

- A completed City of Gilroy online application including supplemental responses.
- A list of three (3) professional references.
- A cover letter explaining your interest in this position is preferred.
- A detailed resume focusing on relevant work experience and education is preferred.



THE IDEAL CANDIDATE WILL

- Have excellent customer service skills and a desire to assist internal customers.
- Be familiar with services and repairs required by mileage or time, out of service criteria and procedures, and parts acquisition process.
- Be a team player, able to get along with others, and maintain a positive attitude.
- Have an excellent attendance record and be an employee the Fleet team can rely on.
- Have an excellent and safe driving record and trusted to drop off and pick up vehicles from various locations.
- Proficient in basic auto maintenance tasks and using shop equipment.
- Learn and grow in the position as new tasks are taught and experienced.
- Be familiar with basic tools used for vehicle repairs.
- Have experience with basic fleet tasks such as oil changes, fueling vehicles, changing tires, and washing/cleaning vehicles.
- Enjoy assisting the mechanics with larger jobs as needed.
- Be willing to attend training classes related to the position.
- Be able to make a commitment to an ongoing part-time position.

QUALIFICATIONS

- Graduation from high school or GED equivalent.
- Completion of at least two (1) semester or quarter courses in the Automotive or Equipment Mechanics field.
- Work experience in the automotive repair/service field of at least 100 hours (equivalency to be determined at the sole discretion of the City of Gilroy).
- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle (s) at the time of hire.
- Possess and maintain a personal collection of appropriate basic tools, sufficient to perform the required tasks.
- Work varied shifts and/or days as assigned.
- Pass an employment background check, including a Department of Justice criminal record check.
- Pass a post-offer medical examination, which includes a drug test.
- Prefer non-tobacco user.

OTHER INFORMATION

Part-time employees are non-benefited, at will positions. Part-time employees are enrolled in the PARS retirement system with the City making an employer contribution and the employee contribution (6.2%) being deducted from your payroll check. The PARS retirement system is in lieu of participating in social security. You will, however, participate in the Medicare portion of social security as that is a required program. Part-time employees are eligible for paid sick leave.

PAYROLL

All city employees are paid monthly, on the first business day of each month via direct deposit.

CITY APPLICATION FORM

Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of NEOGOV application as incomplete applications will not be accepted.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process.

In addition, final candidates for the position are required to pass a detailed non-sworn police department employment background check, State of California Department of Justice criminal records check, and drug screen, given at the City's expense prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away (408) 846-0228.

[Apply at www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs)

