



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal, Corporation, or Sub-unit thereof.

Meeting of the:	Human Resources Committee
Date/Time:	Monday, March 9, 2020 at 4:30 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (C) Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of 1/13/2020 Minutes.
- 2) Human Resources Report for January.
- 3) Discussion and Possible Action Creating a Mechanic Incentive Pay for DPW Streets and Maintenance Employees.
- 4) Future Agenda Items.

Becky McElhaney, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 03/02/2020 at 3:00 PM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. **No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.**

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

Other Distribution: Alderperson, Mayor, Department Heads, Union Presidents.

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: January 13, 2020 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal
MEMBERS ABSENT:
Also Present: Mayor Mielke, T. Vanderboom

McElhaney called the Human Resources Committee meeting to order at 4:30 p.m.

Approval of 12/09/2019 Minutes.

Motion by Neal to approve the December 9, 2019 Human Resources Committee Meeting minutes. Second by Herbst. All ayes. Neal said that for his future agenda item he had wanted data on applications by various minorities that the City has received for various departments, not just people hired, and that he hoped to have that information for the next Mayor's Welcoming Committee. Motion passed 5-0. Vanderboom said that she had the information to share that Neal was requesting.

Human Resources Reports for December.

Vanderboom said asked if the committee members had any questions about the report provided. Martens asked if Worker's Compensation claims were up or down for the year and also if hiring and separations were up or down for the year. Vanderboom said that Worker's Compensation claims have gone up every year, that there is a meeting scheduled with the City's insurance company and would like to address this issue. Vanderboom said that hiring and retention numbers have remained steady over the past several years. Martens asked if the information from the meeting with the insurance company would be shared with the committee; Vanderboom said that she can provide appropriate information to the committee. No motion on this item.

Discussion and Possible Action Amending Salary Rates for the Temporary Positions of Election Chief Inspector and Election Inspector.

Vanderboom said this request was brought forward by the Finance Director to increase the Election Inspector hourly rate from \$8.75 to \$9.75, and Chief Election Inspector hourly rate from \$10.30 to \$12.19. Human Resources conducted a survey of similar sized municipalities and found this request to be in line with other municipalities surveyed and at the forefront in pay. The estimated fiscal impact to the budget would be \$12,000 for 2020.

Motion by Gisselman to approve amending the salary rates for the temporary positions of Election Chief Inspector and Election Inspector. Second by Herbst. All ayes. Motion passed 5-0.

Discussion and Possible Action Amending Employee Handbook Language Section 8.05 – Perfect Attendance Leave.

Vanderboom explained that the City currently offers a perfect attendance leave to general employees who do not use sick leave from January 1 to December 31. Vanderboom requested that employees be allowed to use sick leave for up to three medical/dental appointments (3 hours or less for each appointment) and still be eligible for the perfect attendance leave incentive.

Motion by Neal to approve amending Employee Handbook Language Section 8.05 – Perfect Attendance Leave. Second by Herbst. All ayes. Motion passed 5-0.

Discussion and Possible Action Designating New Year's Eve as a Paid Holiday.

Vanderboom listed the holidays that are currently recognized as paid holidays for City of Wausau employees. Human Resources did a survey of other municipalities and learned that approximately 1/3 of municipalities closed for New Year's Eve, and the others either worked a half day or were open all day. Vanderboom said that Marathon County is closed as well as C-CIT, the City's IT support. Vanderboom surveyed department heads to learn of any concerns; the Finance Director approved due to citizens being able to pay property taxes at alternative locations and by alternative methods. The Transit Director indicated that he would have to grant a floating holiday to his supervisory staff since buses run on New Year's Eve.

Gisselman asked how this item came to be a request. Vanderboom indicated that the mayor had asked her to look into this item. Mayor Mielke spoke, saying that he noticed the Finance Department was not busy, that it would be a nice incentive for City employees, and had also learned that Marathon County and the IT Department (C-CIT) has the day off. Vanderboom said that she had also had interest in this item since the City of Wausau is the first employer she has worked for that did not have the day off, and had expected the survey of other municipalities to show different results.

McElhaney asked if banks are open for taxes on New Year's Eve. Maryanne Groat indicated that they are.

Neal asked about options for employees who do not celebrate Christian holidays but celebrate other religious holidays. Vanderboom said that the City currently provides employees with three personal holidays that they can use however they like, for which they get paid, and that Council can approve other holidays off if they wish.

Groat added that a skeletal staff works on New Year's Eve and she is not able to approve all requests for the day off since the department needs to be staffed to a certain level to provide service for customers. Additionally, Groat said that not having C-CIT available is an issue for her department since some functions require C-CIT staff to help complete.

Gisselman asked if the Transit Union would ask for the holiday to be added to their contract. Vanderboom said that because they just finished bargaining the transit contract she does not know if they would ask for it to be a non-service day in the future. New Year's Eve would remain a service holiday for the duration of the new contract and supervisory staff would need to work but would receive a floating holiday to use.

Martens said it seemed that the main issue in the past was tax payments but now that citizens can pay their taxes at any bank that is no longer an issue. He asked Vanderboom if she knew how many people currently take off on New Year's Eve. Vanderboom said she did not have a number, but estimated that 50 – 75% of staff take off.

Motion by Martens to approve designating New Year's Eve as a Paid Holiday. Second by Herbst. All ayes. Motion passed 5-0.

Discussion and Possible Action Amending Salary Rates for Police Lieutenants.

Vanderboom said that this was item was returned to the committee due to an error on the resolution that was passed last year. Vanderboom said that it was always the intention to have all Lieutenants at an hourly rate of \$36.41 or higher effective January 2020.

Motion by Neal to approve amending salary rates for Police Lieutenants. Second by Martens. All ayes. Motion passed 5-0.

Discussion and Possible Action Amending Employee Handbook Language Section 5.02 – Compensation Plan Administration.

Vanderboom explained that when a job reclassification currently occurs, it does not result in a change in compensation for incumbents unless their current pay fall outside of the new pay range. Vanderboom found documentation that prior to Act 10 reclassified employees received a set increase amount when reclassified. The

proposal brought forward would give the flexibility to adjust an incumbents pay if reclassified when requested by a department director and approved by the Human Resources Director and Council.

McElhaney asked if this would result in reclassification requests not having to be brought to Council. Vanderboom said that reclassification requests would still be sent to Council for approval but would also include any requests for compensation changes.

Motion by Herbst to approve amending Employee Handbook language Section 5.02 – Compensation Plan Administration. Second by Neal. All ayes. Motion passed 5-0.

Discussion and Possible Action Increasing Staffing Levels for Wastewater Plant Maintenance Mechanic and Sewer Maintainer.

Vanderboom said that the 2020 budget included adding one additional Wastewater Plant Maintenance Mechanic and one additional Sewer Maintainer. This item was approved by the Water Works Commission and was included in the 2020 budget, therefore no budget modification would be needed.

Motion by Neal to approve increasing staffing levels for Wastewater Plant Maintenance Mechanic and Sewer Maintainer. Second by Herbst. All ayes. Motion passed 5-0.

Discussion and Possible Action Reclassifying an Administrative Assistant II Position in the Police Department to an Administrative Assistant III.

Vanderboom explained that the Police Department revised the duties of the Police Department Administrative Assistant III position resulting in an expansion of duties, and the current incumbent has requested a demotion. In order to grant the demotion request and keep an Administrative Assistant III without exceeding the number of positions the department is approved for, the proposal is to reclassify one less than full-time Administrative Assistant II position to Administrative Assistant III position.

Deputy Chief Barnes said that the request of the department is to move the Administrative Assistant III into an Administrative Assistant III position and move an Administrative Assistant II into an Administrative III position without creating another position.

Motion by Neal to approve reclassifying an Administrative Assistant II position in the Police Department to an Administrative Assistant III. Second by Herbst. All ayes. Motion passed 5-0.

Update and Possible Discussion on Diversity Initiatives in Hiring and Training.

Vanderboom said that this was a request from previous meetings. Vanderboom began by providing an overview of the recruitment process for the committee. Vanderboom then provided information on the percentage of applications that were received by ethnicity and gender. Vanderboom said that the percentage of candidates hired by the City closely matched the diversity of the application pool, except for gender, where a higher number of male candidates were hired than female candidates. Vanderboom compared the data to “Wausau Census Estimates” and said that the numbers are comparable but could use a little improvement.

Neal thanked Vanderboom for the information and asked if a copy of the information provided. Neal said that he would also be interested in breaking down the information by department to learn who is applying for what positions. Vanderboom said she could provide that information moving forward.

(Mayor Mickle introduced the Weebalo’s Group 427 to the committee.)

Neal asked if other resources could be utilized to attract more candidates to get the word out of job openings with the City of Wausau. Vanderboom said that there is always room for improvement in recruiting efforts.

Future Agenda Items.

Vanderboom said that she expects to bring items pertaining to reorganization of the Department of Public Works and related job reclassification requests.

Adjournment.

Motion by Neal to adjourn. Second by Herbst. All ayes. Meeting adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

**HR PERFORMANCE REPORT****Core Services*****Classification & Compensation***

Open Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied
21	13	6	2

Reasons why denied under FMLA

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Paperwork not authentic
2			

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
1		1



HR PERFORMANCE REPORT

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
3	1	2	2	0	1

Open Grievances

Employee Name	Union	Issue	Date Filed	Status

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

**HR PERFORMANCE REPORT***Recruitment & Selection***New Hires**

Employee Name	Department	Job Title	Hire Date
Seth Cate	Police	Police Officer	1/22
Mai Vang	Finance	Administrative Assistant III	1/13
Korey Radkowski	DPW	Street Maintainer	1/20
Andrew Kutchenriter	Police	Police Officer	1/23
Hnia Thao	Police	Police Officer	1/23
Gregory Radke	DPW	Street Maintainer	1/27
Lauryn Erdman	Police	Crime Response Specialist	1/30

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
6	4	2	0

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Marlon Marks	Firefighter/Paramedic	Engineer	Guy Skidmore	1/12



HR PERFORMANCE REPORT

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
School Crossing Guard	substitutes	11/21/18	Collecting Applications - Ongoing
Police Officer	2	1/2, 1/3	Written Test Scheduled
Street Maintainer	1	12/11	Interviews Complete - In Process
Community Com. Specialist	1	12/31	Interviews Complete - In Process
Fire Training Division Chief	1	New	Interviews In Process
Administrative Assistant II (Municipal Court)	1	2/7	Application deadline 2/6
Administrative Assistant III (Finance)	1	1/15	Application deadline 2/9
Business Development Specialist	1	New	Application deadline 2/23

Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status
Bus Operator I	1		On hold

Human Resource Committee Packet

March 9, 2020

Agenda Item
Discussion and Possible Action Creating a Mechanic Incentive Pay for DPW Streets and Maintenance Employees.
Background
Current minimum qualifications for Equipment Service Mechanic: <u>Education and Experience Requirements</u> High school diploma or equivalent supplemented by formal course work in heavy equipment and truck repair and one to three years professional experience in mechanic repair or any combination of training and experience which provides the knowledge, skills and abilities to perform the job. Possession of a valid Commercial Driver's license (CDL) Class A,B,C,D with N Endorsement - issued by the State of Wisconsin OR pass the required Class A CDL written exams and obtain a Class A CDL without restrictions on air brakes within 30 days of hire. Must meet the standards laid out in the City of Wausau Fleet Safety Program.
Fiscal Impact
\$24,000 per year plus benefits, if all eligible employees receive the maximum incentive
Staff Recommendation
Insert 5.11 – Mechanic Incentive Pay (DPW Streets 7 Maintenance), shifting current Section 5.11 and subsequent sections down. Employees classified as an Equipment Services Mechanic and Senior Equipment Services Mechanic in the Streets & Maintenance Division are eligible for certification incentive pay according to the following schedule: • Upon receipt of the ASE Automotive Certifications A4, A5, A6, A7 and A8, employees shall receive a pay incentive of \$0.10/hour • Upon receipt of the ASE Automotive Certifications A1, A2, A3 and A9, employees shall receive a pay incentive of \$0.10/hour

Human Resource Committee Packet

March 9, 2020

- Upon receipt of the ASE Medium/Heavy Truck Certifications T3, T4, T5 and T8, employees shall receive a pay incentive of \$0.15/hour
- Upon receipt of the ASE Medium/Heavy Truck Certifications T1, T2, T6 and T7, employees shall receive a pay incentive of \$0.15/hour
- Upon receipt of EVT Ambulance Certifications E0 and E1, employees shall receive a pay incentive of \$0.15
- Upon receipt of EVT Ambulance Certifications E2 and E3, employees shall receive a pay incentive of \$0.15
- Upon receipt of EVT Ambulance Certification E4, employees shall receive a pay incentive of \$0.15
- Upon receipt of EVT Firetruck Certifications F1 and F2, employees shall receive a pay incentive of \$0.15
- Upon receipt of EVT Firetruck Certifications F3, F4 and F8, employees shall receive a pay incentive of \$0.15
- Upon receipt of EVT Firetruck Certification F5 and F6, employees shall receive a pay incentive of \$0.15
- Upon receipt of ASE Advance Certification L1 and EVT Advance Certification L1, employees shall receive a pay incentive of \$0.25
- Upon receipt of ASE Advance Certification L2 and ECT Advance Certification FA4, employees shall receive a pay incentive of \$0.25

Employees in those positions who complete the necessary certifications and meet expectations with their annual employee evaluation will be eligible up to \$1.90/hr incentive pay for certifications. Employees must provide Human Resources with proof of certification completion to receive the incentive pay. Should a certification expire, the employee will forfeit the applicable incentive pay until the certification is renewed.

Staff contact: Eric Lindman (715-261-6745) and Toni Vanderboom (715-261-6634)

Stevens Point	no
Kenosha	no
Wauwatosa	no
Appleton	no
Beloit	no
Brookfield	
Fond du Lac	yes
Eau Claire	
Green Bay	
LaCrosse	yes
Madison	
Manitowoc	no
Oshkosh	
Racine	
Sheboygan	no
Waukesha	
West Allis	
Janesville	no

Mechanic Incentive Pay

considered but discarded in the past
pays for certification costs only as appropriate
just completed a pay study and found positions aligned to market

City-wide it is allowable; unknown if currently offered to Mechanics

\$.10 each with a maximum of 8; some certification and all recertification costs paid

considering progression plan (Grade IV to V) upon certification

have progression plan (i.e. Mech 1 to Mech 2) which is being considered for elimination

Employee Handbook

Proposed Language:

5.11 – Mechanic Incentive Pay (DPW Streets & Maintenance)

Employees classified as an Equipment Services Mechanic and Senior Equipment Services Mechanic in the Streets & Maintenance Division are eligible for certification incentive pay according to the following schedule:

Mechanic Incentive Pay- DPW Streets & Maintenance Division					
	ASE Certifications		EVT Certifications		Certifications
	Automotive	Medium/Heavy Truck	Ambulance	Firetruck	Advance Level
	A4	T3	E0	F1	L1 (ASE)
	A5	T4	E1	F2	L1(EVT)
	A6	T5			
	A7	T8			
	A8				
Pay Incentive	\$0.10	\$0.15	\$0.15	\$0.15	\$0.25
	A1	T1	E2	F3	L2(ASE)
	A2	T2	E3	F4	FA4(EVT)
	A3	T6		F8	
	A9	T7			
Pay Incentive	\$0.10	\$0.15	\$0.15	\$0.15	\$0.25
			E4	F5	
				F6	
Pay Incentive			\$0.15	\$0.15	

Employees in those positions who complete the necessary certifications and meet expectations with their annual employee evaluation will be eligible up to \$1.90/hr certification/incentive pay.

What is ASE?

ASE, is short for the National Institute for Automotive Service Excellence. Since 1972 our independent non-profit organization has worked to improve the quality of vehicle repair and service by testing and certifying automotive professionals.



What Does ASE Do?

ASE promotes excellence in vehicle repair, service and parts distribution. Almost 300,000 Automotive Technicians and Service Professionals hold ASE Certifications. ASE Certified Professionals work in every part of the automotive service industry. ASE certifies automotive technicians and service professionals, not the auto shops.

Why Does ASE Exist?

To protect the automotive service consumer, shop owner, and the automotive technician. We test and certify automotive professionals so that shop owners and service customers can better gauge a technician's level of expertise before contracting the technician's services. We certify the automotive technician professional so they can offer tangible proof of their technical knowledge. ASE Certification testing means peace of mind for auto service managers, customers.

How Does ASE Certification Work?

In addition to passing an ASE Certification test, automotive technicians must have two years of on the job training or one year of on the job training and a two-year degree in automotive repair to qualify for certification.

The tests are challenging. Only two out of every three test-takers pass on their first attempt. To remain ASE certified, professionals must retake every five years to keep up with ever-advancing automotive technology.

Who Writes The ASE Certification Tests?

ASE Certification tests are written in workshops by a national panel of seasoned automotive industry professionals and executives, including working technicians, automobile manufacturers, aftermarket manufacturers, and educators. Not by any single person at ASE.

Exams are segmented by sub-specialty such as automobile, medium/heavy truck, truck equipment, school bus, collision repair, and more. There are 40-plus exams each designed to discern the automotive service technician's knowledge of job-related skills.



ASE at a Glance

Learn about ASE, how certification works - and why it matters.



Statistics

Facts and figures about ASE's more than 300,000 certified pros and their specialties.



Logos

How to display ASE logos in print and on your website.



myASE

Register for tests
Check your ASE status
View test results
and more.

ASE Certification Test Registration

To register for an ASE Test please click the [Register Now!](#) link [here](#).

To find a test center near you please click the [Find a Test Center](#) link [here](#).

Where is ASE?

ASE is located in Leesburg, Virginia, near Washington D.C. Our Customer Service department is available to answer any questions about our organization. ASE is open from 8:00am to 5:00pm, EST, Monday through Friday, except holidays.

Automotive Service Excellence

1503 Edwards Ferry Rd, N.E., Suite 401

Leesburg, Virginia 20176

703-669-6609 Customer Service

800-390-6789 Customer Service Toll Free

703-669-6122 Fax

Customer Service Email contactus@ase.com

Automobile & Light Truck Certification Tests (A1 - A9)

Objective:

To identify and recognize those Automobile and Light Truck (up to Class 3) Technicians who can demonstrate knowledge of the skills necessary to diagnose, service, and repair cars, SUVs, and light duty trucks.

Tests Offered:

- A1 – Engine Repair (50 scored questions)
- A2 – Automatic Transmission/Transaxle (50)
- A3 – Manual Drive Train & Axles (40)
- A4 – Suspension & Steering (40)
- A5 – Brakes (45)
- A6 – Electrical/Electronic Systems (50)
- A7 – Heating & Air Conditioning (50)
- A8 – Engine Performance (50)
- A9 – Light Vehicle Diesel Engines (50)

Master Status Requirements:

Those are certified in tests A1 – A8 are recognized as ASE-Certified Master Automobile Technicians. *NOTE: A9 is NOT a requirement for Master Automobile Technician Status.*

Recertification:

Technicians must retest every five years to retain their certification. The Automobile & Light Truck recertification tests (A1R – A8R) are about half as long as the initial certification tests.

Service Consultants:

Tests A1 through A9 are intended for technicians who perform vehicle repairs. ASE offers a separate C1 certification test specifically for service consultants, who work with repair technicians and car owners. [Click here](#) for more information on the C1 test.

Download the Study Guide:

[Automobile & Light Truck Study Guide: Includes Tests A1 – A9, Automobile Service Consultant \(C1\), Alt. Fuels CNG \(F1\), and Exhaust Systems \(X1\) – \(PDF\)](#) - this guide contains test specifications, tasks lists, sample test questions, and training resources.

ASE Certification Test Series

Click on the Test Series title to see details about that series.

- ▶ [Automobile & Light Truck Certification Tests \(A Series\)](#)
- ▶ [Collision Repair & Refinish Certification Tests \(B Series\)](#)
- ▶ [Damage Analysis & Estimating Certification Test \(B6\)](#)
- ▶ [Automobile Service Consultant Certification Test \(C1\)](#)
- ▶ [Truck Equipment Certification Tests \(E Series\)](#)
- ▶ [Alternate Fuels Certification Test \(F1\)](#)
- ▶ [Auto Maintenance and Light Repair Certification Test \(G1\)](#)
- ▶ [Transit Bus Certification Tests \(H Series\)](#)
- ▶ [Advanced Engine Performance Specialist Certification Test \(L1\)](#)
- ▶ [Electronic Diesel Engine Diagnosis Specialist Certification Test \(L2\)](#)
- ▶ [Light Duty Hybrid/Electric Vehicle Specialist Test \(L3\)](#)
- ▶ [Engine Machinist Certification Tests \(M Series\)](#)
- ▶ [Parts Specialist Certification Tests \(P Series\)](#)
- ▶ [School Bus Certification Tests \(S Series\)](#)
- ▶ [Medium-Heavy Truck Certification Tests \(T Series\)](#)
- ▶ [Undercar Specialist Exhaust Systems Test \(X1\)](#)
- ▶ [Non-Certification Assessments](#)

1. How much do ASE tests costs?

- Certification Tests (except L1,L2 and L3): \$45 each
- Advanced Level Tests (L1, L2, and L3): \$90 each
- Recertification Tests: same cost as the corresponding Certification Tests (\$45 each, except for L1R and L2R, which are \$90 each); Recertification Test fees are capped at \$135, regardless of the number of tests you take. The \$135 cap limits only the amount you pay for recertification tests, not the number of tests you may take.
- Registration Fee: \$36 paid only once during a registraton window for any combination of tests
- Non-Certification Tests: BMW is \$45 each; Volvo is \$90.
- ASE is required to collect sales tax on applicable purchases in AZ, CO, HI, NJ, NM, NY, OH, SC, SD, TX, VA, WA, and WV.

Truck Equipment Certification Tests (E1 – E3)

Objective:

To identify and recognize those Truck Equipment Technicians who can demonstrate knowledge of the skills necessary to install, diagnose, service, and repair truck equipment and related support systems on all classes of trucks and tractors.

Tests Offered:

- E1 – Truck Equipment Installation & Repair (45 scored questions)
- E2 – Electrical/Electronic Systems Installation & Repair (50)
- E3 – Auxiliary Power Systems Installation & Repair (50)

Master Certification Requirements:

Those who are certified in tests E1 – E3 are recognized as ASE-Certified Master Truck Equipment Technicians.

Recertification:

Technicians must retest every five years to retain their certification. The Truck Equipment recertification tests (E1R – E3R) are about half as long as the initial certification tests.

Download the Study Guide:

[Truck Equipment Study Guide \(PDF\)](#) - this guide contains test specifications, tasks lists, sample test questions, and training resources.

Alternate Fuels Certification Test (F1)

Objective:

To identify and recognize those Technicians who can demonstrate knowledge of the skills necessary to diagnose, service, and repair compressed natural gas vehicles.

Test Content:

The Compressed Natural Gas Vehicle (F1) test contains 55 scored questions on vehicle inspection, equipment installation, leak testing and repairs, emissions, system diagnosis, maintenance and repair, and cylinder safety.

Recertification:

Technicians must retest every five years to retain their certification. The Alternate Fuels CNG Vehicle recertification test (F1R) is about half as long as the initial certification test.

Download the Study Guide:

[Automobile & Light Truck Study Guide: Includes Tests A1 – A9, Automobile Service Consultant \(C1\), Alt. Fuels CNG \(F1\), and Exhaust Systems \(X1\) \(PDF\)](#) - this guide contains test specifications, tasks lists, sample test questions, and training resources.

Advanced Engine Performance Specialist Certification Test (L1)

Objective:

To identify those Technicians who possess knowledge of the skills required to diagnose sophisticated driveability and emissions-related problems on automobiles, SUVs, and light-duty trucks.

Test Content:

The Advanced Engine Performance Specialist (L1) test contains 50 scored questions focused on the diagnosis of general power-train, computerized power-train controls (including OBD II), ignition systems, fuel and air induction systems, emission control systems, and I/M test failures. Because of the complexity of the L1 test, ASE generally recommends that you NOT register for other tests during the same test session.

Composite Vehicle:

Many of the questions relate to a sample vehicle using a composite power-train control system featuring computerized engine control technology used by most manufacturers. This vehicle is described in the Composite Vehicle Type 4 Reference Booklet that is provided both before and at the time of testing. Use the link below to download and review this booklet prior to taking the L1 test.

Prerequisite:

To register for the regular L1 certification test, you must have passed the Automobile Engine Performance (A8) test. To register for the recertification version of the Advanced Engine Performance Specialist Test (L1R), you must have previously passed the regular L1 test.

Recertification:

Technicians must retest every five years to retain their certification. The Advanced Engine Performance Specialist recertification test (L1R) is the same length as the regular certification test.

Download the Study Guides:

[Advanced Engine Performance Specialist Study Guide \(PDF\)](#) - this guide contains test specifications, tasks lists, sample test questions, and training resources.

[Composite Vehicle Type 4 Reference Booklet \(PDF\)](#) - this booklet describes the composite drivetrain control system that is used with many of the questions in the L1 test.

Electronic Diesel Engine Diagnosis Specialist Certification Test (L2)

Objective:

To identify those Technicians who possess knowledge of the skills necessary to diagnose sophisticated diesel engine performance problems on medium- and heavy-duty trucks.

Test Content:

The Electronic Diesel Engine Diagnosis Specialist (L2) test contains 75 questions focused on the diagnosis of general diesel engine, electronic diesel engine controls, diesel engine air induction and exhaust systems, diesel fuel systems, and specific fuel systems, including High Pressure Common Rail (HPRC), electronic unit injector (EUI) and hydraulic electronic unit injector (HEUI) systems. Because of the complexity of the L2 test, ASE generally recommends that you NOT register for other tests during the same test session. Test results for the first half of 2020 will NOT be provided immediately; they will be available after the close of the Spring testing window (June 2020).

Composite Vehicle:

Many of the questions relate to a sample vehicle equipped with a composite diesel engine control system featuring a cross-section of electronic diesel engine control technology used by all engine manufacturers. This vehicle is described in the Medium-Heavy Composite Vehicle Type 4 Reference Booklet that is provided both before and at the time of testing. Use the link below to download and review this booklet prior to taking the L2 test.

Prerequisite:

To register for the regular L2 certification test, you must have passed one of the ASE Diesel Engine tests (A9, H2, S2, or T2) and one of the ASE Electrical/Electronic Systems tests (A6, H6, S6 or T6). To register for the recertification version of the Electronic Diesel Engines Diagnosis Specialist Test (L2R), you must have previously passed the regular L2 test.

Recertification:

Technicians must retest every five years to retain their certification. The Advanced Diesel Engine Diagnosis Specialist recertification test (L2R) is the same length as the regular certification test.

Download the Study Guides:

[Advanced Diesel Engine Diagnosis Specialist Study Guide \(PDF\)](#) - this guide contains test specifications, tasks lists, sample test questions, and training resources

[Medium-Heavy Composite Vehicle Type 4 Reference Booklet \(PDF\)](#) - this booklet describes the composite electronic diesel engine control system that is used with many of the questions in the L2 test.

Medium-Heavy Truck Certification Tests (T1 – T8)

Objective:

To identify and recognize those Medium and Heavy Truck Technicians who can demonstrate knowledge of the skills necessary to diagnose, service, and repair different systems of Class 4 through Class 8 trucks and tractors.

Tests Offered:

- T1 – Gasoline Engines (50 scored questions)
- T2 – Diesel Engines (55)
- T3 – Drive Train (40)
- T4 – Brakes (50)
- T5 – Suspension & Steering (50)
- T6 – Electrical/ Electronic Systems (50)
- T7 – Heating, Ventilation & Air Conditioning (HVAC) (40)
- T8 – Preventive Maintenance Inspection (50)

Master Certification Requirements:

Those who are certified in tests T2 – T8 are recognized as ASE Certified Master Medium-Heavy Truck Technicians. Master Truck Technicians who were current as of January 1, 2017, are exempt from the T8 test requirement until the first of their other truck certifications expires. When the time comes to recertify in any of the required truck tests, they will also need to take and pass the T8 test. *NOTE: T1 is not required for Master Medium-Heavy Truck Technician Status.*

Recertification:

Technicians must retest every five years to retain their certification. The Medium-Heavy Truck recertification tests (T1R – T8R) are about half as long as the initial certification tests.

Download the Study Guide:

[Medium-Heavy Truck Study Guide \(PDF\)](#) - this guide contains test specifications, tasks lists, sample test questions, and training resources.

AMBULANCE TECHNICIAN LEVEL REQUIREMENTS

Level I

ASE Exams:

- A-4 Automobile, Suspension and Steering
- A-5 Automobile, Brakes

EVT Exams

- E-0 Maintenance, Inspection, and Testing of Ambulances
- E-1 Design & Performance of Ambulances

Level II

ASE Exams:

- A-9 Automobile, Diesel Engine
- T-3 Truck, Drive Train
- T-4 Truck, Brakes

EVT Exams:

- E-2 Ambulance Electrical Systems
- E-3 Ambulance Heating, Air-conditioning, & Ventilation

Master Level III

ASE Exams:

- T-1 Truck, Gasoline Engines
- T-2 Truck, Diesel Engines
- T-5 Truck, Suspension and Steering

EVT Exam:

- E-4 Ambulance Cab, Chassis, and Powertrain

EVT Certification Tracks

Welcome!

The EVT Certification Program has four emergency vehicle certification tracks and a Management Track. The emergency vehicle certification tracks are for fire apparatus, ambulance, law enforcement, and Airport Rescue and Fire Fighting (ARFF) Vehicle technicians. Technicians have two options of becoming EVT Certified.

- Option 1: Technicians can become certified in the specific test area(s) by taking only the EVT exams
- Option 2: Technicians can attain the highest EVT Certification by combining EVT and ASE exams to reach Level I, II and Master EVT Certification.

Please note that the Law Enforcement Track has only one exam and only one Level. The Management Track has a Level I and Level II exam and does not require any ASE exams. The Level Certification Track is explained below.

Fire Apparatus Technician Level Certification Track

The Fire Apparatus Technician Certification track is for those technicians who service and maintain fire department pumpers, squads, aerial devices, tankers, wildland apparatus, etc. This track has three (3) levels of certification. Each level requires specific EVT exams and ASE heavy-duty truck exams. See "EVT LEVEL CERTIFICATION REQUIREMENTS CHART" below.

The Fire Apparatus Track exams cover the design and performance standards, specialized systems and equipment, and accepted practices used in the service and maintenance of fire apparatus. Reference materials and learning objectives outline to prepare for the EVT exams are available [here](#).

Ambulance Technician Level Certification Track

The Ambulance Technician Certification track program recognizes that some technicians work only on ambulances. The level certification for this track centers on the requirements of the ASE automotive and truck exams. This track has three (3) levels of certification. Each level requires specific EVT exams and ASE automotive and/or truck exams. See "EVT LEVEL CERTIFICATION REQUIREMENTS CHART" below.

The exams cover the design and performance standards, the specialized systems and equipment, and the accepted practices used in the service and maintenance of ambulances. Reference publications and learning objectives outline to prepare for the EVT Ambulance Exams are available [here](#).

ARFF Technician Level Certification Track

The ARFF Technician Certification track program recognizes technicians who work on airport rescue and fire-fighting vehicles. This track has three (3) levels of certification. Each level requires specific EVT exams and ASE heavy-duty truck exams See “EVT LEVEL CERTIFICATION REQUIREMENTS CHART” below.

The exams cover the design and performance standard and preventive maintenance, chassis and vehicle performance, and the extinguishment systems of ARFF vehicles. Reference publications to prepare for the EVT Aircraft Rescue and Fire-Fighting Vehicles exams are listed at the top of this page of each of the exam's learning objectives here.

Law Enforcement Vehicle Technician Level Certification Track

The Law Enforcement Technician Certification track program recognizes technicians who work on law enforcement vehicles. This track has one (1) level of certification and requires specific EVT exams and ASE automotive exams. See “EVT LEVEL CERTIFICATION REQUIREMENTS CHART” below.

The exam covers specialized equipment installation. Reference Materials List and Learning Objectives outline to prepare for the Law Enforcement Installation exam are available here.

Management Certification Track

The Management Certification track program recognizes shop foreman and supervisors with an EVT Level I exam and a Level II exam. Reference Materials List and Learning Objectives outlines to prepare for Management exams are available here.

EVT LEVEL CERTIFICATION REQUIREMENTS CHART

[Download the Level Application](#)

FIRE APPARATUS TECHNICIAN LEVEL REQUIREMENTS

Level I

ASE Exams:

- T4 Truck, Brakes
- T5 Truck, Suspension and Steering

EVT Exam:

- F1 Maintenance, Inspection, and Testing of Fire Apparatus
- F2 Design & Performance Standards of Fire Apparatus

Level II

ASE Exams:

- T2 Truck, Diesel Engines
- T3 Truck, Drive Train
- T6 Truck, Electrical Systems

EVT Exams:

- F3 Fire Pumps & Accessories
- F4 Fire Apparatus Electrical Systems

Master Level III

ASE Exams:

- T1 Truck, Gasoline Engines
- T-7 Heating and Air Conditioning

EVT Exams:

- F5 Aerial Fire Apparatus
- F6 Allison Automatic Transmissions