



Job Description: **Fleet Mechanic**

Location: Central Garage

Department/Division: Central Garage

Reports to: Fleet Supervisor

FLSA: Non-exempt

Pay Range: 35

Definition: Under general direction repairs, rebuilds, and maintains heavy equipment, vehicles and buildings.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Tasks:

- Performs repairs on any equipment or vehicle-needing repair in the city fleet, including electrical, hydraulic, diesel, and air.
- Performs: weld, torch, and fabrication work required to repair equipment
- Shall provide on a daily basis all pertinent information to the public works attendant to maintain and update records on all vehicles and equipment for maintenance schedules, work orders, equipment history, etc.
- Repairs and maintains building within the street department/central garage and transfer station properties.
- Schedules work with city departments and outside agencies for repairs.
- Performs preventative maintenance on a regularly scheduled basis
- Responds to emergency situations on an on-call as needed
- Maintain inventory of parts, supplies, fuel, oil, and equipment necessary to carry out operations.
- Ability and willingness to develop and/or learn new process, procedures, and software applications as required.
- Ability to operate software programs as Microsoft Office (Excel, Word, and Outlook), Gas Pump Software, and Fleet Management Software.
- Knowledge of occupational hazards and safety precautions of the trade.
- Knowledge of advanced mechanical repair skills.
- Knowledge of and skill in using sophisticated tools, equipment, and methods of automotive repair.
- Ability to diagnose, locate, and define, major defects in vehicles, and equipment and to assign and supervise repairs to ensure industry standard time limits are adhered.
- Knowledge of the repair and overhaul of large engines, transmissions, and all automotive component parts.



- Ability to maintain accurate and complete work orders records and to concisely record time, parts, and other pertinent information.
- Knowledge of City procurement, purchasing, and budgeting procedures.
- Ability to understand and carry out oral and written instructions.
- Must have legible handwriting skills.
- Ability to work regularly scheduled hours and after normal hours as required by workload or for emergency response.
- Serves as Fleet Supervisor in his absence
- Other duties as assigned.

Knowledge, Skills and Other Characteristics:

- Knowledge of maintenance and repair on a wide variety of vehicles and heavy equipment.
- Knowledge of technical equipment related to repair and maintenance of vehicles and heavy equipment.
- Skill in utilizing proper health and safety precautions when operating or working near heavy equipment, materials, and supplies related to safe maintenance and repair of vehicles and heavy equipment.
- Skill in using fiscal responsibility.
- Skill in prioritizing, assigning, and reviewing work.
- Skill in working in the field conditions to repair vehicles and heavy equipment.
- Skill in establishing cooperative work relationships with those contacted in the course of work.

Physical and Mental Requirements:

- Ability to work with and around hazardous chemicals.
- Ability to identify colors and shades of colors.
- Ability to communicate with people of different intelligence levels in English, both person and over the telephone.
- Ability to move back and forth and sideways while in a bending, kneeling, or squatting position.
- Ability to operate motor vehicles and motorized equipment (i.e. autos, pickup trucks, vans, etc.)
- Ability to hear, speak, and understand conversations in English in a normal tone of voice.
- Ability to use sense, which include sight, smell, hearing, and touch as aids in the evaluation and troubleshooting of malfunctioning equipment.
- Ability to see and read letters, numbers, words, characters, or symbols, which are large and small.



- Ability to print and draw letters, numbers, words, characters, or symbols that are legible and understood by others.
- Ability to use small hand tools, which requires the use of hands, wrists, and fingers.
- Ability to go from standing/sitting position to bending, kneeling, or squatting position, or vice-versa periodically.
- Ability to learn and remember how to complete complex task with little or no assistance once trained.
- Ability to walk, stand, and sit for reasonable periods of time.
- Ability to walk continuously for a reasonable period of time, not to exceed 30 minutes.
- Ability to hold items (weighing 1 to 40 lbs.) for a period of time.
- Ability to lift items (weighing 1 to 40 lbs.) for a period of time less than 10 min.
- Ability to work in undesirable conditions as dirt, dust, fumes, odors, excessive noise, wetness, humidity, welding flash, heat, cold, chemicals, and other unpleasant weather conditions.

Qualifications:

Required qualifications to effectively perform the job. An equivalent combination of education, training and experience will be considered. (Additional requirements may be designated by position.)

- High School Diploma or GED.
- Any combination of education and/or experience equivalent to completion of a two (2) year technical school in heavy equipment, diesel, and gas engine repair
- Must maintain a valid, current driver's license.
- Three (3) years full time heavy equipment and vehicle maintenance mechanic work.
- Ability to obtain a Class B Commercial Driver's License within nine (9) months.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by personnel so classified. Management reserves the right to revise or amend duties at any time. Job description does not constitute a contract.

Physical Qualifications:

Below are activities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Definitions for the listed activities are defined by the American with Disabilities Act. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



- This will be medium work physically with exertion up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently.
- Regularly required to reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, have repetitive wrist, hand and/or finger movement.
- Occasionally required to climb, stoop, kneel, crouch, and/or crawl.
- Must have close visual acuity.

Work Environment:

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job as defined by the Americans with Disabilities Act.

- Subject to both inside and outside environmental conditions including extreme cold and heat.
- Subject to noise and a loud work environment.
- Subject to vibration.
- Subject to work hazards.
- Subject to atmospheric conditions (fumes, odors, dust, mists, gases, or poor ventilation).
- Function around prisoners.
- May be required to wear a respirator.
- May be required to work in confined spaces with a wet and humid environment.
- The following environmental conditions may exist while this person is performing their job task: dirt, dust, fumes, odors, excessive noise, wetness, humidity, welding flash, heat, cold, chemicals, and other unpleasant weather conditions.

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Driver's license requirement:

☒ Essential

☐ Non-essential

☒ CDL required