

Job Description

Fleet Services Mechanic

Department: Fleet Services

Salary Grade: 9 \$16.22 Hourly

Reports To: Public Works Director

FLSA: Standard/Non-Exempt

Purpose:

Responsible for maintaining maintenance and repair services for City vehicles and equipment.

Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

- Manages and develops strategy for maintaining and repairing the City's vehicles and equipment; prioritizes and distributes work among the Fleet Services Department.
- Performs maintenance and repair of City vehicles and equipment; interfaces with the public as required.
- Maintains records of materials used on the job; documents equipment conditions and status' updates any change and submits logs as required; informs management of materials need to perform job.
- Plans and completes extensive preventative maintenance and repair on light, medium and heavy duty diesel and gasoline vehicles and equipment.
- Provides mechanical repair including engine tune ups in electronic fuel injection systems and diesel/gasoline engines using appropriate electronic diagnostic tools such as computerized trouble shooting equipment and calibration lights.
- Repairs computerized circuitry, refrigeration, ignition, transmission/transaxle, brakes, fuel and exhaust systems.
- Replaces and rebuilds defective, worn engine parts requiring welding or other specialized skills.
- Replaces defective chasis parts including shocks, tie rod ends, ball joint suspensions, brake shoes, wheel bearings etc.
- Prepares annual budget; tracks and reports monthly variances to plan.
- Reviews and revises Fleet Services Department policies and procedures.

Knowledge, Skills and Abilities:

- Ability to develop and maintain a respectful and courteous working relationship with fellow employees, staff, elected officials, supervisors, citizens, clients and others
- Ability to maintain confidentiality when working with sensitive information
- Basic skills in Microsoft Office Suite including Excel, Word, and PowerPoint
- Ability to understand and implement problem solving and conflict management techniques.
- Ability to understand and implement excellent customer relations practices.
- Proficient skills to produce finished quality maintenance repair with minimum rework
- Ability to communicate clearly and concisely in English, both orally and in writing
- Proficient understanding of City safety rules and operating procedures
- Ability to maintain proficiency and knowledge of current and new regulations/legislation within areas of responsibility
- Ability to maintain regular and punctual attendance

Minimum Qualifications:

- High School diploma or GED equivalent
- Five (5) years' experience in automotive mechanical maintenance and repair and heavy/light duty equipment diagnostics and repairs or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job inclusive of one (1) year supervisory experience.

Licenses and Certifications:

- Must obtain/retain a Class "B" CDL within ninety (90) days of employment
- Must have a minimum of four (4) ASE certifications

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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Work Environment/Physical Requirements:

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Majority of work performed is in an indoor and outdoor environment with frequent exposure to hazardous and unpleasant conditions. Work requires extensive stooping, lifting, standing, climbing, and other physical activities needed to repair vehicles and equipment.
- Ability to work overtime and/or be on-call for the department during extreme weather and/or the rotation of schedule on nights/weekends and emergency calls and respond to a call within thirty (30) minutes

Preferences:

- Bilingual in English and Spanish
- Completion of an accredited truck and heavy duty equipment technical school
- Skill in using advanced, computerized diagnostic equipment for repairs, services and maintenance
- Additional ASE Certifications

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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