

Fleet Journey Mechanic/Shop Lead

DEPT:	Public Works	FLSA:	Non-Exempt
DIV:	Fleet	EEOC:	Service/Maintenance
DATE:	July 2016		



POSITION SUMMARY

Performs a variety of **journey level mechanic skilled duties** related to the maintenance, service, repair, and rebuilding of light or heavy duty mechanized vehicles, engines and equipment.

SUPERVISION RECEIVED

Works under general supervision of the Fleet Manager.

SUPERVISION EXERCISED

Provides general supervision as a team lead to Mechanic 1 and Mechanic 2.

ESSENTIAL FUNCTIONS

Performs automotive and mechanical trouble shooting and analysis of malfunctions using various technical and computerized testing and calibration equipment (diagnostic computers, scanners, scopes, battery testers, pneumatic equipment, brake lathe, etc.) as needed to assure safe and efficient operation of city motor vehicles.

Inspects malfunctioning vehicles and equipment, determines source of problem and makes necessary repairs and adjustments to light and heavy trucks, automobiles, and various light and heavy equipment such as tractor, graders, loaders, backhoes, police cars, dump trucks, fire trucks, street sweeper, sanders, pumps, rollers, and lawn mowing equipment, etc.

Monitors fleet maintenance programs and schedules; maintains parts inventory; orders supplies, i.e., fuel, oil, etc.; performs preventive maintenance and makes repairs to vehicles; maintains internal combustion engines (gas and diesel), carburetors, fuel injectors, transmissions, differentials, air and hydraulic systems (turbo, super charger systems), electrical, computerized control systems, fuel systems, cooling systems, suspensions, brakes, tires, exhaust, etc.; may perform emergency field repairs and service.

Repairs and/or replaces gas and diesel engines, transmissions (manual and automatic), differentials, carburetors, fuel injectors, brakes clutches, air, fuel and hydraulic pumps, air and hydraulic systems, etc.

Installs, maintains and repairs electrical systems, components, parts, accessories and equipment; assures proper function of vehicle radios and communication equipment.

Fabricates tools and equipment parts which are not readily available; performs extensive metal fabrication (gun racks, cages, shields, steps, brackets, push bumpers, snow plows, etc.), welding and hard-facing using electric and acetylene equipment; operates drill and hydraulic presses.

Performs general vehicle inspection and certification, checks and maintains service schedules consistent with manufacturer or city specifications; orders replacement parts, fuels and lubricates equipment as needed; changes and repairs tires; completes vehicle repair orders and maintenance records as required.

Servises and replaces equipment parts such as radiators, generators, alternators, starters, steering, suspension, distributors, brakes and clutches as required; performs repair or replacement of damaged body parts and frames; may perform automotive spray painting as needed.

Assist Fleet Manager with planning, organizing and coordinating city-wide fleet maintenance daily operations, program and schedules. Responds to calls for service when Fleet Manager is unavailable.

Performs related duties as required, including working on call and overtime as needed.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus one (1) year of specialized technical or vocational training related to above duties;

AND

- B. Six (6) years of skilled mechanic experience in maintenance and repair of gasoline and diesel engines;

OR

C. An equivalent combination of education and experience.

2. Essential Functions, Knowledge, Abilities, and Skills:

Considerable knowledge of the design, adjustment, operation, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; materials and tools used in equipment maintenance; the safety practices required by state and other laws; installation and repair of automotive air conditioning systems; welding methods and procedures; servicing and repair of air brakes and air systems; electrical systems and equipment; gas and arc welding, fuel systems and computerized control system; knowledge of Fleet Management software, RTA preferred.

Ability to read and interpret maintenance manuals, parts books, and mechanical drawings; diagnose complex and non-routine mechanical and electrical defects or problems and determine parts and adjustments necessary to repair equipment; communicate effectively, verbally, and in writing; establish and maintain effective working relationships with employees of all departments.

Skilled in the use of mechanical tools, materials, welding, and testing equipment is required.

3. Special Qualifications:

Must possess a valid class "A" Commercial Driver License (CDL) with Passenger endorsement.. Must obtain and maintain various specialty certifications, i.e., Sweeper, EPA 609 Vac Truck, Electrical, TAK-4 Suspension

4. Work Environment:

Incumbents of the position perform in a typical shop setting with periodic exposure to weather extremes. Tasks require a variety of physical activities, generally involving muscular strain, related to lifting, climbing, walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and some creative problem solving. Daily travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)