

Fleet Mechanic 1

DEPT: Public Works
DIV: Fleet
DATE: November 2017

FLSA: Non-Exempt
EEOC: Service/Maintenance



POSITION SUMMARY

Performs **apprentice level mechanic duties** to ensure the day-to-day effective operation of various light and heavy duty mechanical equipment and vehicles.

SUPERVISION RECEIVED

Works under the general supervision of the Fleet Shop Lead as a team lead and the Fleet Manager as the Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Diagnoses and repairs problems and/or failures in a wide variety of light and heavy duty vehicles/equipment for the purpose of identifying equipment and/or systems repair and replacement needs.

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.

Performs a variety of small engine repair for the purpose/s of maintaining a wide variety of grounds equipment and other equipment powered by small gasoline, diesel engines; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; documentation of all necessary work performed and scheduled; and assisting other skilled trades as required.

Sharpens a variety of motorized equipment for the purpose of ensuring units are operating safely and correctly.

Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of required tools and equipment.

Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.

Fabricates metal parts as needed and/or assigned (e.g. cut, shape and assemble replacement parts), for the purpose of completing projects/work orders efficiently.

Informs personnel regarding procedures and/or status of fleet equipment for the purpose of providing information for making decisions, taking appropriate action and complying with State and Federal OSHA health and safety regulations.

Assists other department personnel as may be required for the purpose of supporting work load requirements. Coordinates with Department liaisons/supervisors for the purpose of completion of projects, work load requirements and logistics.

Prepares documentation (e.g. time and materials, job specifications, estimates materials), for the purpose of providing written support in compliance with department policies, and/or conveying information.

Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items to complete the necessary installation at job site.

Maintains and transports various items as needed and/or assigned (e.g. gas, diesel, mixed fuels, tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Performs related duties as required, including responding to on-call contacts and possible overtime.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school, plus one (1) year of specialized training related to small engine repair, certificate from an approved apprenticeship program, or trade school.

AND

- B. Two (2) years of progressively responsible experience involving responsible small engine repair, and/or mechanical maintenance of small gasoline and electric powered engines and equipment, and other related fields;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of diagnosing gasoline, diesel, and/or electrically powered equipment, hydraulic equipment, wiring schematics, diesel burners, pressure washing equipment, diesel generators, and interpret resulting data; standards for design and maintenance; hydraulic pumps, motors and valves; hazards and safety precautions; construction techniques, and methods related to carpentry, plumbing, or electrical wiring; the operation and minor maintenance and repair of plumbing fixtures; electrical and mechanical systems, small motors, etc.; interpersonal communication skills. **Some knowledge of** basic principles and practices of supervision; basic inventory control methods and procedures; cost management and budget development.

Skill in the ability to perform single, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include; operating tools used in repair and maintenance of motorized equipment; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

Ability to determine needs for services and supplies necessary to carry out the task; lift and carry moderately heavy loads; operate grounds equipment and power tools; establish and follow through on work priorities; make quality decisions in emergencies; communicate effectively, verbally and in writing; ability to develop effective working relationships with subordinates, supervisor, fellow employees.

3. Special Qualifications:

Must be able to move objects weighing up to 80 lbs.

Must possess valid driver's license and a Class A CDL with Passenger endorsement/Bus driver

May be required to become certified in small or large engine repair.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance. Occasionally exposed to high work places, volatile materials, electrical hazards, toxic materials. Strength of arms, hands, legs, and back required in the performance of essential functions

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)