



Fleet Mechanic

SUMMARY

Under general supervision, performs journey-level preventive maintenance and repairs to Town vehicles, heavy equipment, power tools, and specialty support equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Public Works Supervisor. The incumbent shall be required to advise the assigned Public Works Supervisor of any unusual or questionable conditions encountered in the area of responsibility and shall accomplish assigned tasks with minimum direction.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Perform road tests and operate fleet assets to assess problems and identify necessary repairs; lubricate vehicles and equipment; repair and replace automotive, commercial, and equipment tires; refuel vehicles; steam clean engines; wash and detail vehicles and equipment.
- Perform major overhauls of gas, diesel, heavy duty trucks and equipment, including drive train, steering, hydraulics, electrical, suspension, air, hydraulic brake systems.
- Perform scheduled maintenance and repairs on generators, compressors, and trash pumps, also respond to vehicle, equipment and breakdowns after normal working hours.
- Perform welding and fabrication work.
- Perform upfit/retrofit work, as necessary.
- Perform general and advanced diagnoses; make minor or major repairs to systems and components.
- Utilize computer software programs; maintain and updates records; maintain shop equipment and
- work areas.
- Read and interpret codes; order repair manuals.
- Pick-up and deliver replacement parts and components.
- Maintain time and maintenance records.
- Accurately applies correct diagnostic procedures; disassemble components, and repair/replace defective parts.
- Schedule and conduct vehicle inspections.
- Maintain shop inventory.
- Provide training and assistance to less experienced staff.
- Respond to non-duty emergencies.

- Perform all tasks in accordance with applicable federal and state safety standards.
- Communicate with manufacturers and vendors to research and order parts and locate repair information.
- Pick-up and deliver vehicles and equipment from/to repair vendors.
- Respond to dispatches for field work; respond to emergency field repairs.
- Attend safety meetings and technical training classes.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12th) grade and four years of experience in the maintenance and repair of vehicles and heavy equipment within a municipal operation; or and equivalent combination of education, training, and experience.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record.
- Ability to obtain a class B Commercial driver license with tanker, air brake, and standard transmission endorsements within nine months of hire.

Knowledge of:

- Principles and practices of vehicle and heavy equipment maintenance and repair methods and techniques.
- Principles and practices of the repair and maintenance and repair of mechanical, electrical, and computerized systems within vehicles and equipment.
- Perform monthly vehicle repair records, and repair parts inventories.
- Federal motor safety regulations.
- Legal in service criteria for commercial vehicles.
- State Air Resource Board regulations and applicable air quality standards.
- Safe operation of heavy equipment.
- Hazardous materials.
- Safety practices and procedures.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing and prioritizing work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Electronic record keeping.
- Meeting deadlines.
- Reading and understanding technical manuals, blueprints, schematics, wiring diagrams, technical service bulletins, and parts catalogs.
- Using testing and measuring equipment.
- Using data resource and network-based support programs.
- Using shop equipment, including hand and power tools, and diagnostic equipment.

- Welding and fabrication.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, county officials and vendors; and applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in a variety of environmental conditions, indoors and out, and includes work related travel in a Town vehicle. Incumbent may be exposed to all types of environmental conditions, with noise, vibrations, fumes, odors and dust, and may work for long periods in hot, cold, wet or icy weather and high winds. Incumbents must be able to see and hear in the normal range with or without correction and have the ability to read printed material the size of typewritten characters and communicate verbally and in written form with great facility and must be able to be understood. Incumbents must be able to lift heavy loads up to 75 pounds. Incumbents must be able to work with small components and be able to distinguish clearances around machinery with moving parts. Incumbents must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent will be required to respond to callouts and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Incumbent must possess the stamina to work long hours and overtime, if necessary.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*