

FLEET MECHANIC

DEFINITION

To perform technical duties related to a performs complex work in servicing, maintaining, and repairing heavy equipment, alternative fueled vehicles, and automotive vehicles in compliance with established rules and regulations; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Fleet Mechanic class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Inspect, service, diagnose, repair, assemble, rebuild and maintain equipment and all City vehicles found in a municipal fleet environment including light trucks, passenger, police, fire and heavy trucks and heavy equipment.

Repair engines, brakes, ignition systems, transmissions, differentials, front and rear axle assemblies; repair and install hydraulic pumps and controls; inspect, repair, overhaul and assemble automotive electrical equipment such a generators, distributors, magnetos and starters; repair and replace carburetors, fuel injectors, coil packs, strainers, fuel lines, gas tanks and gauges.

Maintain and repair small gasoline engines and similar equipment found on mowers and chainsaws.

Remove, repair and replace wheels and tires, use and maintain a full set of hand, power, and shop tools and equipment related to work.

Diagnose and repair transmission systems including clutches, differential units, front and rear axles, gears, bearings, universal joints and hydraulic units.

Road test vehicles; drive trucks or equipment as required; inspect vehicles in the shop and field.

Diagnose, repair and maintain vehicle air brakes, light vehicle hydraulic brakes, hydraulic systems, and associated power take-off equipment, electric cranes, hoists and small hydraulic lift equipment.

Provide information both written and orally to accurately update manual and computerized records related to work activities.

Read and interpret manuals, drawings and specifications.

Determine equipment repair needs and supply a list of needed parts for repair.

Use welding equipment to fabricate, rebuild and strength various equipment parts and perform other related duties as assigned.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Methods, materials, tools and techniques used in the repair and maintenance of a variety of automotive and mechanical equipment.

Operation and maintenance of a variety of hand, power, shop tools and equipment common to the field.

Operating principles of gasoline and diesel engines and mechanical repair of light and heavy trucks and construction equipment.

Occupational hazards and standard safety precautions necessary in performing mechanical work and safe and efficient work practices and procedures including the safe and proper disposal of hazardous waste and materials.

Computer record keeping and reporting procedures, purchasing procedures, forms and techniques.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Basic mathematics used in the course of the position.

Ability to:

Independently perform skilled work in the maintenance and repair of mechanical, electrical/electronic equipment related to automotive gasoline, diesel, and alternative fuel-powered equipment.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when installing, repairing, and servicing equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Interpret and work from sketches, schematic drawings, and other diagrams.

Independently diagnose and troubleshoot defects in light and heavy equipment.

Operate drill presses, hydraulic presses, gas and arc welding equipment, metal shear, and metal break.

Complete forms and maintain manual and computerized records.

Enter data into a terminal or keyboard device.

Create and maintain a respectful and collaborative work environment.

Demonstrate care for the organization, customers and co-workers.

Comprehend and make decisions based on written materials such as repair manuals.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Five years of responsible journey level experience as an auto and/or heavy truck equipment mechanic.

#### Training:

Equivalent to the completion of the twelfth grade supplemented by course work in automotive repair.

### License and Certificate

Possession of a valid California Class A Driver's License with Air Brake and Tanker Endorsements or apply for and successfully possess a temporary commercial license permit within six (6) months of employment and the subsequent attainment of a permanent commercial license within the following six (6) months. Failure to obtain or maintain such required license(s) may be cause for disciplinary action.