



JOB DESCRIPTION

FLEET MECHANIC

Class Number: 4 – Full Time

Department: Public Works

FLSA Status: Non-exempt

Range: Hourly Rate - DOQ

SUMMARY

Under supervision of Public Works Superintendant, performs a wide variety of specialized heavy equipment used in various departments. Instructions to the employee are general and on occasion the employee must use independent judgment when completing tasks. The employee performs semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment of the Town; performs related work as required.

Essential Duties and Responsibilities

Duties may include, but are not limited to, the following:

- The employee will use a variety of hand tools and machinery.
- The employee may also operate a variety of equipment related to the maintenance of machinery.
- Employee will operate motorized vehicles for testing purposes, equipment of vehicle and mechanical systems work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone, mobile or portable radio.
- Provides repair and maintenance for equipment.
- Maintains, services and repairs automotive, heavy and light equipment and specialty equipment such as fire trucks.
- Operates a variety of diagnostic instruments and a variety of hand, electrical, and air-driven tools.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- Repairs brakes, engine, electrical, fuel, hydraulics, transmission, ignition, air, exhaust, axle assemblies, and related systems.
- Cuts and welds metal and performs body repair, touch up and related work.
- Changes and repairs tires and tubes.
- Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.
- Conducts various analysis and inspections on vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair and replacement.
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
- Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.

- Provide emergency field assistance to disabled equipment as needed and appropriate.
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.

QUALIFICATIONS/GUIDELINES

Knowledge, Skills and Abilities

- Knowledge of the materials and equipment used in general maintenance and construction work.
- Ability to safely operate a variety of heavy and light equipment.
- Knowledge of occupational hazards and safety precautions.
- Ability to carry out instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors, vendors and members of the public.
- Thorough knowledge of automotive mechanics; considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades of quality of materials and equipment; working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Skill and operation of listed tools and equipment.
- Ability to establish and maintain effective preventative maintenance programs, policies and procedures; ability to communicate effectively verbally and in writing.

Qualifications

Education and/or Experience

- Successful completion of high school or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field. ASE certification in at least two automotive and heavy truck categories and three years of related mechanical repair experience as a mechanic performing maintenance and repair work on different types of gasoline and diesel engines, power fluid driven equipment, hydraulics and heavy equipment as well as small engines or any equivalent combination of education or experience.
- Experience in performing heavy manual work.
- Ability to drive light to heavy trucks and to operate a variety of machinery.
- Ability to maintain and repair motorized equipment and other power tools.

SPECIAL REQUIREMENTS

Must have a valid Tennessee Driver's License. Must be able to obtain a valid Class B Tennessee Commercial Driver's License within 6 months.

ESSENTIAL ELEMENTS

Physical Demands

Employee will be required to lift, carry, balance, bend, stoop, kneel, crouch, crawl, and move moderately to very heavy objects. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to walk, sit and talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. The employee may be exposed to all types of weather conditions with possible exposure to fumes, chemicals, or toxic substances. The employee frequently works near moving mechanical parts. In addition, the employee may occasionally be required to work in high places. The noise level in the work environment is moderately noisy.

Stress Factors

Ability to assist the public, staff and elected officials. Ability to interpret and explain actions to the public.

Work Environment

Considerable work with public and staff; verbal, face-to-face and telephone contact.

Mental Requirements

Reading complex, writing complex, perception/comprehension and judgment. Ability to work with those who may have differing opinions and maintain cooperative working relationships.

Equipment

Telephones, calculators, photocopiers, facsimile machines; computers, network and data based terminals, keyboards and printers.

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