



## **FLEET MECHANIC**

Department: **Public Works**

Class Code: **21**

Reports to: **Fleet Manager**

FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under general supervision, performs the maintenance and repair of all fleet vehicles, road machinery and equipment.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- This position is responsible for performing highly skilled diagnostic, inspections, and mechanical repairs of electrical, electronic, and/or hydraulic systems on a wide variety of medium/heavy duty trucks and heavy construction equipment.
- Performs maintenance and repair procedures on all vehicles, including police vehicles light, medium, and heavy-duty trucks, loaders, back hoes, vacuum truck, mowers, grader, trailers, snowplows, other road and park machinery and equipment.
- Diagnose and repair gasoline and diesel-powered internal combustion engines. Diagnose operational, mechanical, hydraulic & electrical malfunctions of equipment.
- Inspect a wide variety of medium, heavy truck and/or heavy construction equipment in accordance with safety/scheduled preventative maintenance and safety checklists.
- Perform preventive maintenance on equipment, engines, electrical systems, hydraulic systems.
- Installs auxiliary parts and equipment, including lighting, radios, emergency equipment, safety equipment and mobile maintenance equipment.
- Fabrication and modification of equipment, operate mobile service truck to various job sites to perform repairs and road test equipment after repairs are completed.
- Generates work orders, orders parts, supplies and materials; maintains an inventory both physical and in Fleet Management Software.
- Using Fleet Management Software, maintains records of filters, fluids, tires and associated items for all vehicles and equipment. Keeps detailed records of all work performed, including, parts, labor, and low-cost bench stock.
- Operate vehicles and/or equipment requiring a driver's license and/or CDL.
- May be required to serve "on call" for after-hours needs.
- Maintains the integrity, professionalism, values, and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors, and Town staff.
- Enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

**MINIMUM QUALIFICATIONS:****Education and Experience:**

High school diploma or equivalent and five years of experience as a mechanic or an equivalent combination of education, training, and experience.

**Required Licenses or Certifications:**

- Possession of a valid Class D Driver's License
- Ability to acquire Class A Commercial drivers license with appropriate endorsements within 12 months of hire date.

**Preferred Licenses or Certifications:**

- Automotive Service Excellence ASE certification(s).
- Class A CDL
- Automotive, equipment, or heavy truck manufacturer training certifications.
- Refrigerant recovery and recycling certification. (CFC'S handling per Section 609 of the Clean Air Act)

**Required Knowledge of:**

- Principles and operating characteristics of various mechanical equipment.
- Methods, tools, and equipment used in the repair and maintenance of automotive and heavy equipment.
- Operating principles of gasoline and diesel-powered internal combustion engines
- Computerized diagnostic analyzer use procedures and practices
- Electronic control systems inspection, diagnosis, and repair procedures
- Welding and fabrication methods and techniques.
- Tire repair procedures.
- Uses and applications of personal computers and various software applications.
- Software record keeping principles and practices.
- Hydraulic systems inspection, diagnosis, and repair procedures
- Power/drive train system inspection, diagnosis, and repair procedures
- Safe and proper use of hand and power tools.

**Required Ability to:**

- Develop and maintain effective working relationships with Town staff and the public.
- Maintain time and material records electronically.
- Read and interpret safety precautions.
- Read and interpret Material Safety Data Sheets
- Communicate respectfully and effectively, both orally and in writing.
- Assess and prioritize multiple tasks and demands.
- Operate a personal computer utilizing a variety of diagnostic and record keeping software.

**Physical Demands / Work Environment:**

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion while lifting and/or carrying supplies, materials, equipment and/or items weighing up to 100 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to flammable materials or electrical hazards. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

*Core values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation*

| Classification | Adopted | Revised  | Retitled | Class Code / Range | FLS Designation | Step |
|----------------|---------|----------|----------|--------------------|-----------------|------|
|                |         | 8/2020   |          |                    |                 |      |
|                |         | 08/15/23 |          | 21                 | Non-exempt      |      |
|                |         |          |          |                    |                 |      |

**APPROVED:** Laura Kyriakakis

**DATE:** 8/10/2023