

FLEET MECHANIC II

Department: Fleet Services

Pay Grade: 15

Hiring Range: \$14.62 - \$16.51

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision of the Fleet Maintenance Superintendent performs routine inspections, preventative maintenance and complex repairs to City fleet vehicles and heavy equipment to include gasoline, alternative fuels and diesel fuel engines. Trouble shoots and diagnoses mechanical problems.

QUALIFICATIONS

Education and Experience:

- High School diploma or GED equivalent, plus five (5) years vehicle or heavy equipment mechanical repair experience; or equivalent combination of education and experience.
- ASE Certifications preferred.
- Must be able to obtain one (1) ASE Certification within 6 months.

Special Qualifications:

Possession of a valid State of Texas Class C driver's license.

Knowledge, Skills and Abilities:

- Operations, services and activities of a municipal equipment maintenance and repair program.
- Operational characteristics of various equipment and tools used in the overhaul, repair and adjustment of gas, compressed natural gas, diesel powered, and electric equipment.
- Procedures of preventive maintenance related to automotive, heavy and light construction equipment.
- Occupational hazards and standard safety practices necessary in the area of work assigned.
- Principles and procedures of hydraulic systems.
- State laws regulating, emission controls, brakes and lamps.
- Operation and care of internal combustion engines and hydraulic equipment.
- Fuel injection systems on gasoline, compressed natural gas (CNG), and diesel engines.
- Computerized electronic diagnostic programs.

- Methods, materials, equipment and tools used in welding and fabrication work.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Ability to:
- Independently perform the most difficult mechanic work including diagnosing, troubleshooting, fabricating, and repairing the full array of vehicles and equipment.
- Use modern, sophisticated test equipment to diagnose and repair automotive equipment.
- Operate a variety of mechanical equipment in a safe and effective manner.
- Work independently in the absence of supervision.
- Accurately determine mechanical repair needs and estimate the cost and time of repairs.
- Use a variety of maintenance tools and equipment.
- Ability to work regularly scheduled hours.
- Perform repairs in a timely manner.
- Maintain a variety of shop and repair records.
- Read and understand various manuals, blueprints, and schematics.
- Identify and implement effective courses of action to complete assigned work.
- Operate office equipment including computers and supporting applications.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

ESSENTIAL JOB FUNCTIONS

- Interacts with customers/drivers to properly determine the nature of complaint once assigned a task.
- Services, troubleshoots, and performs complex automotive repairs on engines and related components of electrical, mechanical and computerized vehicle systems.
- Troubleshoots and diagnoses mechanical problems with City equipment and vehicles to include gasoline, alternative fuels, and diesel fuel engines.
- Repairs and installs automotive parts.
- Responds to emergency construction site or roadside/field service repairs.
- Performs routine preventative maintenance and repairs to City fleet vehicles and heavy equipment including oil changes, tire rotation or replacement and inspects batteries, brakes, fluid levels and filters.
- Reviews completed tasks for accuracy.
- Maintains inventory of parts, supplies, tools and equipment.
- Maintains a clean and orderly shop.
- Disposes or recycles used oils, hazardous materials, and chemicals according to established occupational and environmental regulations and practices.
- Diagnoses and repairs malfunctioning hydraulic systems.
- Reviews technical, owners and repair manuals, schematics and drawings to determine parts used to maintain and repair fleet vehicles and heavy equipment.

- Provides assistance to the Fleet Superintendent, as necessary.
- Perform all assigned tasks while adhering to the highest safety standards; work to remove any unsafe working conditions; assist with set-up of traffic cones and barriers as needed.
- Flags traffic, as necessary.
- Respond to customer inquiries and/or complaints in a courteous and timely manner.
- Performs other job duties as assigned.

PHYSICAL REQUIREMENTS

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, and walking for extended periods of time; moderate and heavy lifting and carrying which includes the ability to lift up to one hundred pounds; pulling, reaching, bending, climbing, and kneeling; use of fingers, both hands, and both legs required; must be able to distinguish colors; must be able to operate assigned vehicle.

WORK ENVIRONMENT

Indoor and outdoor environments; exposure to extremes in weather conditions; exposure to vibrations, and noise, work on slippery or uneven surfaces; work with and around heavy machinery, in or near vehicle traffic, exposure to dust and fumes from motorized equipment; possible exposure to toxic chemicals.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.