

FLEET MAINTENANCE TECHNICIAN

Department: Fleet Services

Reports to: Fleet Superintendent

Hiring Range: \$12.88 - \$14.11 hourly

FLSA Status: Non - Exempt

JOB SUMMARY

Under general supervision from the Fleet Supervisor, performs general maintenance and labor duties in the implementation and management of the fleet operation in the Athens Central Garage.

QUALIFICATIONS

Education and Experience:

High school diploma or GED.

Any related repair work experience with automotive and/or light/medium/heavy truck, construction, or farm equipment industry is beneficial, but not required.

Special Qualifications:

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

Also, a Commercial Driver License (CDL) class B or greater would be beneficiary.

Knowledge, Skills and Abilities:

- General knowledge of methods, techniques and procedures involved in maintenance repairs and replacement.
- Knowledge of hand tools, and general shop equipment.
- Knowledge of safety and techniques in mechanics.
- General knowledge of power and hand tools and equipment for vehicle and mechanical work; mechanic's tools including jacks, hydraulic lifts, air tools, power washers, tire machines, and other tools required for minor repairs and routine maintenance of motorized vehicles; calculator, phone, mobile or portable radio.
- Ability to establish and maintain an effective and respectful work relationship with City officials, citystaff, vendors and the general public.
- Ability to provide excellent public relations and customer service skills.
- Ability to convey a positive professional image by action, communication and appearance.
- Able to perform multiple tasks efficiently.
- Ability to deal with frequent change, delays or unexpected events.
- Ability to communicate effectively, present ideas and concepts with clarity.
- Ability to exhibit regular, reliable and punctual attendance which is an essential function of this job.
- Ability to operate tools and equipment.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to operate a computer and other office equipment as needed.

ESSENTIAL JOB FUNCTIONS

- Assists mechanic in the maintenance and repair of all vehicles and equipment assigned to departments and divisions of the City of Athens.
- Examines reports for accuracy on each vehicle and piece of equipment repaired; writes reports on vehicles and equipment repaired, as needed.
- Responsible for the cleanliness of the shop.
- Responsible for minor maintenance of vehicles including, but not limited to: oil changes, detailing vehicles, fixing flats, servicing small engines.
- Responsible for general labor duties including but not limited to: part stocking and picking up parts.
- Assists with maintaining maintenance and repair records; performs preventive maintenance on all departmental vehicles; orders repair parts.
- Ensures that your work area and the shop in general inswept and clean of debris and dust, place or stock parts and supplies in a neat and orderly fashion.
- Prepare vehicles for service by power washing motors and or equipment prior to the mechanic starts maintenance repair.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is required to stand, sit, walk, talk or hear. The employee is occasionally 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 climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is regularly exposed to hot, cold, wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually moderately noisy.