

## FLEET MECHANIC

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, performs minor and major repairs and maintains diesel and gasoline vehicles and trucks; overhauls, repairs, and adjusts engines, transmissions, and related vehicle systems; assists in maintaining shop equipment and ordering supplies; schedules and reviews the work of specialty repair shops; performs preventive maintenance duties; follows safety rules and performs a variety of technical tasks relative to assigned area of responsibility.

### **IDENTIFYING CHARACTERISTICS**

This is the full journey level class within the Fleet Mechanic series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. The Fleet Mechanic is responsible for independently diagnosing, servicing and performing mechanical repairs to automotive and heavy power driven equipment including performing field repairs.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs skilled mechanic duties including troubleshooting, diagnosing and repairing diesel and gasoline vehicles, trucks and equipment.
2. Inspects, diagnoses, and locates mechanical difficulties on automobiles, trucks, police boats, and on a variety of maintenance and construction equipment; determines extent of necessary repairs and estimates time and materials needed.
3. Overhauls, repairs, and adjusts engines, clutches, transmissions, differentials, and related components; fits and adjusts bearings; installs axles and wheels.
4. Keeps engines tuned up for efficient and dependable operation; repairs, replaces, and installs parts and components as necessary.
5. Performs preventative maintenance services; coordinate and oversee the work of contractors and outside vendors.
6. Conducts emergency repair work on vehicles and equipment in the field; transports equipment between locations as necessary.
7. Welds, fabricates, and assembles parts and equipment for City automotive and heavy equipment; fabricates and modifies tools as needed.
8. Maintains and repairs shop equipment; cleans and maintains assigned work area; disposes of hazardous materials according to established procedures.
9. Performs safety inspections on all City vehicles and ensures all repairs have been completed.
10. Estimates time, materials, and equipment required for jobs assigned; requisitions materials as required.

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11. Maintains an accurate inventory of parts for maintenance and emergency repairs; purchases equipment maintenance parts and materials; contacts vendors and suppliers to obtain parts and materials as needed.
12. Prepares and reviews bid specifications for vehicles and equipment.
13. Maintains and keeps a written work history on each vehicle; maintains work, time, and material records and preventive maintenance schedule.
14. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a fleet maintenance and repair program.  
Current methods, equipment, tools and materials used in the overhaul, repair and adjustment of gas and diesel powered equipment and vehicles.  
Methods and techniques of performing preventive maintenance.  
Methods and techniques of performing diagnostic troubleshooting services.  
Methods and techniques of metal fabrication and welding.  
Principles and procedures of record keeping.  
Shop mathematics.  
Principles of lead supervision and training.  
Occupational hazards and standard safety practices.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Perform a variety of mechanic work in diagnosing, troubleshooting and repairing vehicles, equipment and components.  
Use and operate a variety of tools and testing equipment in a safe and effective manner.  
Accurately diagnose mechanical repair needs.  
Estimate the time and cost of repairs.  
Perform gas and electric welding activities.  
Perform safety inspections and identify safety hazards.  
Maintain a variety of shop and repair records.  
Understand and carry out oral and written directions.  
Exercise good judgment and initiative in work functions  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

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

**Education/Training**

Equivalent to the completion of twelfth grade supplemented by completion of apprenticeship and/or training in the repair and maintenance of gasoline, diesel powered, and associated equipment.

**Experience**

Four years of increasingly responsible experience in the repair and maintenance of vehicles and equipment.

**License or Certificate**

Possession of an appropriate, valid California driver's license.

**Other Requirements:**

The Fleet Mechanic will be required to provide their own hand tools sufficient to perform normal repairs.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Shop environment; occasional field environment; exposure to hazardous chemicals, fumes, airborne particles, and toxic or caustic chemicals.

**Physical:** Primary functions may require maintaining physical condition necessary for sufficient mobility to walk, stand and sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, climb, reach and twist; push, pull, lift, and/or carry moderate to heavy weights; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.