

CITY OF SOLEDAD

**Approved: 4/03/2019
FLSA: NON-EXEMPT**

FLEET MECHANIC

DEFINITION

Under direction, organizes, plans and performs the more complex duties related to skilled repair, service, and maintenance of City automobiles, trucks, tractors, and other power-driven equipment; receives and prioritizes repairs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Supervisor. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is an advanced-journey level classification that performs a wide variety of specialized repair, servicing and overhaul of vehicles and equipment. Responsibilities include planning, prioritizing and performing skilled maintenance and repair work, ensuring the City's fleet of vehicles and equipment are in proper working condition. Incumbents develop and maintain records, generates and submits reports, and may provide limited technical and functional direction and training to lower level staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, prioritizes, leads reviews and participates in the work of staff assigned to the skilled and semi-skilled mechanical maintenance and repair work on City vehicles and rolling stock, including automobiles, trucks, construction equipment, paratransit vehicles, fire apparatus and equipment, landscape maintenance equipment, and smaller hand tools and equipment.
- Develops schedules and methods to accomplish assignments, ensuring work is completed in a timely and efficient manner.
- Assists with the training of staff.
- Performs the more difficult and complex inspections of automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair.
- Performs general overhaul and repair work on gasoline, diesel, and propane-powered engines, such as automobiles, trucks, tractors, and other automotive and mechanical equipment.
- Inspects, adjusts, and replaces necessary units and related parts including valves, hoses, belts, and alternators.
- Performs regular bumper-to-bumper safety checks and inspections of fleet and law enforcement vehicles
- Performs difficult welding and fabrication related to the repair of parts and equipment.
- Repairs cooling, fuel, electrical, and exhaust systems; tunes engines using standard testing equipment.
- Performs preventive maintenance work on vehicles including lubrication and oil changes.

- Road tests vehicles, trucks, and heavy equipment.
- Makes emergency repairs in the field as required.
- Maintains records on maintenance and repair work performed.
- Coordinates the timely repairs with vehicle manufacturers for vehicle recall issues
- Prepares and submits compliance reports.
- Performs repair work on other City equipment and systems as necessary.
- Cleans and maintains the garage area and equipment.
- Orders materials from specified vendors as necessary to complete duties; requisitions materials and supplies from City stores for assigned projects.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Materials, methods, practices and equipment related to a broad range of automotive mechanical, electrical, electronic, hydraulic maintenance, repair, and replacement activities in a full-service municipal fleet environment.
- Complex components of automotive equipment related to maintenance and repair and associated tools and uses.
- Principles and practices of repair, overhaul, servicing, and preventive maintenance of heavy and light gasoline and diesel-powered equipment, and relevant codes and regulations relating to this function.
- Techniques, methods, materials, tools, and equipment used in the overhaul, servicing, and preventive maintenance of heavy and light gasoline and diesel-powered automobiles, trucks, and construction equipment.
- Operation, maintenance, and calibration of a wide variety of equipment, hand, shop, and power tools used in the work.
- Advanced automotive and equipment servicing and preventive maintenance practices.
- Troubleshooting and repair estimation principles and practices.
- Safe work methods and safety practices pertaining to the work
- Applicable codes and regulations.
- Principles of record keeping.
- Shop arithmetic.
- Basic computer applications related to work, including inventory control and fleet maintenance software programs and record keeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Perform advanced mechanical maintenance, repair and replacement activities in accordance with modern and sophisticated equipment and current standards.
- Diagnose and repair a variety of complex mechanical and electrical problems of gasoline and diesel-driven equipment.
- Read and comprehend schematics, fabricate special bodies, parts and essentials as necessary.
- Locate and diagnose engine and other operating defects; use electronic and mechanical shop diagnostic equipment.

- Make extensive repairs of motors, transmissions, differentials, chassis parts, electrical, fuel, ignition, cooling, steering, hydraulic, and air systems, including proper testing and adjustments.
- Accurately estimate time, materials, and supplies necessary to complete repairs.
- Service and perform preventative maintenance and repair on a variety of automobiles, trucks, and heavy construction equipment.
- Read and interpret instruction manuals and diagrams.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade, and four (4) years of responsible experience in the maintenance, servicing, and repair of light to heavy vehicles and equipment, as well as public works maintenance experience.

License:

- Valid California class C driver's license with satisfactory driving record.
- Valid Automotive Service Excellence (ASE) certifications (minimum of 3 certifications in the A1-A8 series) at time of hire
- Master ASE (all A1-A8) certification preferred
- Emergency Vehicle Training (EVT) L-1 certification preferred at time of hire (EVTCC.org)
- EVT L-1 (Law Enforcement) certification required within 6 months of hire

PHYSICAL DEMANDS

Must possess mobility to work in a standard shop setting or in the field; use and operate a variety of tools, power tools, equipment and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; color vision to read various dials, gauges and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. The job involves walking and working on slippery or uneven surfaces. Positions in this classification bend, stoop, kneel, reach and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the centralized maintenance shop or in the field, and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.