



Mechanic III

Fleet Maintenance

JOB SUMMARY

This position is responsible for the maintenance of city vehicles and equipment.

MAJOR DUTIES

- Troubleshoots vehicle and equipment operations problems; diagnoses problems and makes repairs.
- Performs preventive maintenance on vehicles and equipment according to standard schedules.
- Transports tools and equipment to perform field repairs.
- Adjusts, repairs or replaces parts and equipment.
- Welds and fabricates parts as needed.
- Repairs vehicle A/C units.
- Maintains and repairs small engines.
- Delivers vehicles to dealers for warranty repairs.
- Attends safety meetings and classes.
- Maintains tools and equipment.
- Maintains a safe and tidy shop.
- Performs the duties of the supervisor in his or her absence.
- Responds to after-hours calls as needed.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of city and department policies and procedures.
- Knowledge of vehicle and equipment operation and maintenance principles.
- Knowledge of vehicle and equipment diagnosis and repair principles.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the use of a variety of tools and equipment used in the maintenance of vehicles and equipment.
- Skill in welding.
- Skill in supervising the work of personnel.
- Skill in troubleshooting and identifying problems and in devising related solutions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fleet Maintenance Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department policies and procedures and vehicle operation and maintenance manuals. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related vehicle and equipment maintenance duties. The variety of equipment to be maintained contributes to the complexity of the position.
- The purpose of this position is to maintain city vehicles and equipment. Success in this position contributes to the efficiency and effectiveness of a variety of city operations.

CONTACTS

- Contacts are typically with other city employees, vendors, dealers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and a vehicle repair shop. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. Work may be performed outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may have functional supervision over Mechanic II and Mechanic I as assigned and over assigned inmate laborers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- This position is required to supervise state inmate labor. Employee must pass the Department of Corrections three-day certification within the time frame required by this department which is normally within six months, but may be altered.