

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.

Fleet Mechanic I

Department: Environmental/Public Works

Pay Grade: 506

FLSA Status: Non-Exempt

Job Code: E750

JOB SUMMARY

The purpose of this classification is to perform preventative and corrective maintenance on class 1 through 8 vehicles, light/heavy equipment, trailers, maintenance equipment, and other automotive/mechanical machinery.

ESSENTIAL JOB FUNCTIONS

- As a member of the Fleet services team, provides excellent customer service in support of internal and external customers.
- Repair and or mount tires; checks air pressure level of tires; patch or plug tire punctures on equipment and City vehicles; rotates and balances tires.
- Performs basic mechanical repair work on vehicles, trucks, light equipment, heavy machinery, grounds maintenance equipment, excavating machinery, fire pumps and engines, gasoline/diesel engines, generators, or other automotive/mechanical equipment to include electric vehicles of all types.
- Performs routine servicing and preventive maintenance on vehicles and equipment, which may include pumping fuel into vehicles, checking/replacing fluid levels, draining/replacing oil, changing/replacing filters, replacing transmission fluid/filters, lubricating mechanical parts, rotating/aligning tires, replacing belts/hoses, checking batteries, greasing equipment, flushing radiators, replacing spark plugs, performing tune-ups, replacing wiper blades, or replacing light bulbs.
- Operates a variety of machinery, equipment, and tools associated with repairing, maintaining and testing vehicles and equipment, which may include a motor vehicle, light equipment, hoist, vehicle lift, hydraulic jack, engine analyzer, tire machine, tire changer, battery charger, brake lathe, air compressor, pressure washer, parts washer, generator,

refrigerant recovery machine, drill, drill press, metal grinder, pump, gauges, meters, diagnostic instruments, testing instruments, mechanic tools, or two-way radio.

- Makes emergency service calls for disabled vehicles/equipment at work sites or on the road.
- Prepares vehicles for disposal at end of life cycle. Re-purposes applicable equipment for future use in replacement vehicles.
- Performs general cleaning/maintenance tasks necessary to keep tools/equipment in operable condition, which may include inspecting equipment, greasing equipment, washing/cleaning vehicles and equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports accidents and incidents.
- Prepares or completes various forms, reports, logs, checklists, work orders, inspection records, maintenance/repair records, or other documents using Fleet Software.
- Receives various forms, reports, correspondence, diagnostic reports, vehicle/equipment maintenance reports, diagrams, schematics, service manuals, service bulletins, parts catalogs, policies, procedures, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with supervisor, employees, other departments, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains an awareness of new parts/equipment, procedures, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or equivalent; one (1) year of experience performing preventative and corrective maintenance on vehicles and equipment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- ASE (Automotive Service Excellence) Certifications preferred

Special Requirements:

- This position is designated as a "required for service" role which necessitates participation in a rotating schedule of "standby" teams to ensure fleet services are available when needed to support continuity of operations; this includes inclement weather events and after hours response.

Knowledge, Skills and Abilities:

- Knowledge of tire, vehicle, and equipment maintenance and repair.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data.
- Ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

- Positions in this class require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, traffic hazards, or bright/dim lights.

The City has the right to revise this job description at any time. This Description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.