

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 II

Department: Varies
Pay Grade: 508
FLSA Status: Non-Exempt
Job Code: Z740

JOB SUMMARY

The purpose of this classification is to perform mechanical work involving servicing, maintenance, and repair of vehicles, light/heavy equipment, maintenance equipment, parks equipment, and other automotive/mechanical machinery.

ESSENTIAL JOB FUNCTIONS

- Performs general mechanical repair work on vehicles, trucks, light equipment, heavy machinery, grounds maintenance equipment, parks equipment, excavating machinery, fire pumps and engines, gasoline/diesel engines, generators, or other automotive/mechanical equipment.
- Inspects, tests, and diagnoses problems involving various systems/components of vehicles or equipment, such as gasoline/diesel engines, ignition systems, computerized engine controls, electronic fuel injection systems, transmissions, differentials, steering systems, electrical systems, suspension systems, hydraulic systems, brake systems, drive train systems, engine cooling systems, fuel systems, charging systems, starting systems, exhaust systems, emission systems, inflatable restraint systems, heating/air conditioning systems, or lighting systems.
- Performs appropriate repair, removal, replacement, rebuilding, or maintenance work on vehicle/equipment systems and components; removes or replaces brakes, wheels, steering components, shocks, transmissions, vehicle cylinder heads, differentials, suspension springs, starters, alternators, water pumps, or radiators; removes or replaces engines, engine parts, and engine gaskets; checks engine timing and performance; turns or replaces rotors/drums; replaces rings, bearings, and universal joints; repairs/replaces clutches; repairs/rebuilds carburetors; adjusts/repairs brakes; repairs emergency generators; repairs

air conditioning systems and recovers refrigerant; repairs or replaces doors, lifts, seats, radios, lights, windows, and mirrors.

- Performs maintenance/repair of parks equipment; performs welding work; conducts inspections of equipment to identify necessary repairs; diagnoses equipment problems such as excess vibration, overheating, uneven cutting, poor handling, electrical malfunctions, hydraulic leaks, or general malfunction.
- Schedules preventive maintenance work to ensure maximum safety/efficiency of vehicles/equipment with minimal down time.
- 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, patching/plugging tires, rotating/aligning tires, replacing tires/belts/hoses, checking batteries, greasing equipment, flushing radiators, replacing spark plugs, performing tune-ups, replacing 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 service truck, tractor, heavy machinery, light equipment, vehicle lift, hoists, engine analyzer, tire changer, battery charger, brake lathe, hydraulic jack, air compressor, pressure washer, generator, refrigerant recovery machine, drills, bench grinder, pump, air tools, welder, cutting torch, chainsaw, gauges, meters, diagnostic instruments, vacuum cleaner, mechanic tools, or two-way radio.
- Makes emergency service calls for disabled vehicles/equipment at work sites or on the road.
- 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, correspondence, logs, work orders, activity reports, service/repair records, mileage records, fuel tickets, fuel level reports, purchase requisitions, or other documents using Fleet Software.
- Receives various forms, reports, correspondence, invoices, 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. Works to complete requirements for applicable certifications through Automotive Service Excellence and manufacturers.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High School Diploma or equivalent; three (3) years of experience in automobile/light truck repair/maintenance; ASE (Automotive Service Excellence) Certifications preferred (i.e., Automobile Repair Technician); EVT (Emergency Vehicle Technician Certifications) also preferred; 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).
- Additional certifications may be required based on assignment.

Special Requirements:

- None

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 determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.
- Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- 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

The work is heavy work which requires the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, 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.