

*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:** Environmental/Public Works

**Pay Grade:** 508

**FLSA Status:** Non-Exempt

**Job Code:** E751

#### 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

- Provides excellent customer service in support of internal and external customers.
- Demonstrates knowledge with electrical systems and possesses an understanding of basic electricity, and comprehension of wiring schematics is a plus.
- Provides knowledge on vehicle aftermarket equipment and technology, including but not limited to, control modules, switches, sirens and speakers, LED strobe, wig-wag and similar lighting systems.
- Performs mechanical repair work on vehicles, trucks, light equipment, heavy machinery.
- Performs diagnostic tests and inspections on various systems and components, such as gasoline/diesel engines, emission systems, inflatable restraint systems, or lighting systems.
- Diagnoses, reclaims, and repairs air conditioning systems in compliance with applicable Federal regulations.
- Performs welding and fabrication work is a plus.
- Performs routine servicing and preventive maintenance.
- Operates a variety of machinery, equipment, and tools associated with repairing, maintaining and testing vehicles and equipment.
- 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 other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a High School Diploma or equivalent; three (3) years of experience in automotive maintenance and repair; 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).
- Possess and maintain a minimum of 4 ASE (Automotive Service Excellence) Certifications and/or demonstrated equivalent experience and ability to obtain within first year of employment (\*\*).
- Additional certifications may be required based on assignment.

#### **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 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**

- 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, 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.*

\*\* Note, if certifications are not maintained, and after 6 months, then the City reserves the right to adjust pay scale to fit current certifications for Mechanic I as described in subsequent job classifications.