



Job Description

Job Title	Fleet Mechanic	Department	Public Works
Reports to	Public Works Director	Salary Level	VII
Classification	Non-Exempt	Revision Date	05.01.2014

I. General Description

This position is required to perform skilled work in the maintenance, repair and overhaul of gasoline vehicles, diesel trucks, and heavy equipment, and provide manual labor when needed in other areas of Public Works as needed.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Services automobiles, trucks, and heavy equipment in accordance with preventative maintenance schedules.
2. Provide labor services as needed in other Public Works departments.
3. Inspect, diagnose and repair of mechanical, electrical, and other defects on vehicles, trucks, and heavy equipment.
4. Perform repairs and complete overhauls of engines, transmissions, transfer cases, and differentials.
5. Perform tire changes, repairs, and wheel balancing for vehicles, trucks, and heavy equipment..
6. Repair, replace parts and adjust: braking systems, clutches, drive lines, steering and suspension systems; align wheels; and minor body work/painting.
7. Troubleshoot vehicle electronic control systems using diagnostic equipment.
8. Operate all shop tools and equipment for repairing and/or fabricating parts.
9. Order parts and supplies as needed per City procurement standards.
10. Keep maintenance shop work areas and tools- clean, organized and in good working order.
11. Keep inventory of all parts.
12. Work orders to be completed daily and weekly.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:



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1. Knowledge of standard practices and procedures, theories of operation, materials, tools, and equipment used in the troubleshooting, repair and maintenance of vehicles and light trucks, including diesel and gasoline engines, transmissions, and all vehicle systems/components.
2. Procedures related to the repair of diesel and gasoline fuel systems and hydraulic systems.
3. Good understanding of DC electrical systems; and computer/electronic controls.
4. Basic knowledge of Occupational Safety and Health Administration (OSHA) and AKOSH (Alaska Occupational Safety and Health (AKOSH) standards, and safe work practices.

Skills:

This position must demonstrate the following skills and abilities:

1. The ability to perform troubleshooting, and complete minor through major repairs of mechanical and electrical malfunctions.
2. Use of shop tools and equipment needed to perform job duties.
3. Operation of the most recent diagnostic equipment required for troubleshooting, adjusting and repairing engines, transmissions, abs brakes, and air bags.
4. Ability to understand and follow detailed instruction in service manuals; and interpret electrical schematics, or other types of schematics or flow charts.
5. Tire change and repair.
6. Basic computer skills.
7. Prefer welding skills in stick, mig, and gas welding; cutting torch and plasma cutter.
8. Interact with the public in a courteous, helpful and professional manner.
9. Work with co-workers, outside agencies, and vendors in a professional manner.

V. Work Environment and Physical Effort

This position is a physically strenuous and demanding job, requiring lifting, pulling and managing heavy equipment and objects. This position works in all weather, and must be prepared for both extreme heat and cold. This position must ensure that all activities are completed in a safe and efficient way.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This position may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

VI. Education and/or Experience

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1. High school diploma or General Equivalency Degree (GED).
2. Prefer automotive technical training/schooling.

Experience:

1. Experience as an automotive mechanic. Evidence of comparable experience can be substituted for automotive mechanic experience.

VII. Certification and Training

1. Prefer a valid Alaska Drivers License.
2. National Incident Management System (NIMS) compliance training and certification.
3. Must acquire a Commercial Driver's License (CDL) within 6 months of hire.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular/ Full-time employment, non-exempt position. Required field work. May be called out after hours. All needed hand and power tools provided by the city shop.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee:

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____