

FLEET MAINTENANCE MECHANIC

General Statement of Duties

Performs responsible skilled mechanical work on a variety of automotive, construction, and specialized equipment.

Distinguishing Features of the Class

An employee in this class performs as a mechanic in the Town's garage. The employee conducts preventive maintenance, diagnosis and repairs on automotive, light and heavy equipment. Work includes the repair of gasoline and diesel engines, motors, brakes, electrical and hydraulic systems, and tires. The employee is subject to hazards of automotive mechanics including working in both inside and outside environments, and exposure to various hazards such as noise, vibrations, moving mechanical parts, electrical currents, dusts, mists, fumes, odors, and oil. Duties may expose the employee to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Work is performed under general supervision and is evaluated through observation, inspection, and utility and durability of repairs. This position has been deemed safety sensitive.

Duties and Responsibilities

Essential Duties and Tasks

Performs preventive maintenance and repair on a variety of vehicles and equipment including automobiles, tractors, heavy construction equipment, small engines and landscaping equipment.

Makes necessary repairs and adjustments, replaces worn or defective parts.

Performs scheduled preventive maintenance on vehicles and equipment such as tune-ups, checking lights, tires, brake linings, wiper blades, horns, suspensions, etc.

Diagnoses and repairs electrical systems, brakes, hydraulic lines, oil pumps, water pumps, tires, etc.

Re-charges air conditioning systems.

Performs some metal fabrication and repair work

Operates equipment such as computer diagnostic equipment, lift jacks, tire changers, air guns, battery chargers, wrenches, cranes, air compressors, welding units, and other hand tools.

Lubricates, repairs and replaces parts and filters; cleans and replaces spark plugs, installs radiator hoses, and replaces belts.

Changes, repairs, and replaces tires; replaces and checks brakes, replaces hoses, etc.

Performs work on electrical, exhaust, brake, and hydraulic systems.

Orders, stocks and maintains accurate inventory of parts and tools.

Prepares work orders; enters records of maintenance and repair activities into data base.

Performs work with street and utility divisions operating equipment when needed.

Additional Job Duties

May serve on-call for Public Works on a rotating basis.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

General knowledge of the methods, tools, parts, and equipment used in the repair of light automotive passenger cars, trucks, and heavy construction and maintenance equipment.

General knowledge of gasoline and diesel engine operation and repair.

Fleet Maintenance Mechanic

Page 2

Knowledge of electrical, hydraulic, vacuum, and brake systems.

Knowledge of safety hazards and precautions related to the work.

Working knowledge of the use of technology on the job.

Skill in the use and the operations of tools and machinery used in automotive repair work.

Ability to detect by inspection any worn or broken parts.

Ability to understand service manuals and schematic drawings.

Ability to operate vehicles safely.

Ability to follow instructions accurately.

Ability to establish and maintain effective working relationships with coworkers and other departments.

Ability to maintain records of work activities, parts, work orders, and parts inventory.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or 20 pounds of force constantly to move objects.

Must possess the visual acuity to perform mechanical non-repetitive work, distinguish the work performed at an arm's reach, and read diagrams and repair manuals.

Desirable Education and Experience

Graduation from high school supplemented by course work in mechanical and/or electrical trade skills, and experience in repairing automotive and power driven equipment; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.

Shallotte

2014