

LEAD FLEET MAINTENANCE MECHANIC

General Statement of Duties

Performs responsible skilled mechanical work on a variety of automotive, construction, and specialized equipment; serves as a lead worker.

Distinguishing Features of the Class

An employee in this class performs as a skilled mechanic in the Town's garage. The employee leads and participates in 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. Work also includes responsibility for maintaining records of repairs and maintenance activities; ordering and maintaining parts inventory; maintaining vehicle warranties; coordinating warranty work and contracted work and related activities. Employee exercises judgement in diagnosing malfunctions of vehicles and equipment and determining necessary repairs. 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

Leads and participates in preventive maintenance and repair on a variety of vehicles and equipment including automobiles, tractors, heavy construction equipment, and small landscape maintenance equipment.

Sets and follows effective work priorities based on Town needs.

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

Diagnoses more difficult issues and makes necessary repairs and adjustments, replaces worn or defective parts.

Re-charges air conditioning systems.

Performs some metal fabrication and repair work.

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

Participates in identifying budget needs; provides input into or prepares vehicle and equipment specifications; coordinates outsourcing warranty work on vehicles and other contracted repairs on vehicle inspections

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

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.

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

Fabricates parts and welds equipment; performs state inspections on vehicles.

Orders, stocks, and maintains accurate inventory of parts and tools; locates needed parts; obtains prices for new tools and equipment.

Prepares work order and records of maintenance and repair activities; maintains warranties and other related documents.

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

Knowledges Skills and Abilities

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

Considerable knowledge of gasoline and diesel engine operation and repair.

Considerable knowledge of electrical, hydraulic, vacuum, and brake systems.

Considerable knowledge of safety hazards and precautions related to the work.

Knowledge of the application of information technology to the work.

Some knowledge of Town purchasing policies and procedures.

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

Skill in teamwork, leadership of coworkers, internal customer service excellence, and collaborative conflict resolution.

Ability to detect by inspection any worn or broken parts.

Ability to read and 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 considerable experience in repairing automotive and power driven equipment; or an equivalent combination of education and experience.

Lead Fleet Maintenance Mechanic
Page 2

Special Requirement

Possession of a valid North Carolina commercial driver's license.
Possession of diesel mechanic certification.

Shallotte
2019