



**Position Title:** Fleet Mechanic

**Pay Grade:** FLSA Non-Exempt (USW Contract Article 15)

**Department:** Public Service

**Reports To:** Fleet Manager

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### **Purpose of Position**

This position involves experienced skilled mechanical labor in servicing a wide variety of city-owned vehicles and equipment. Work performed includes scheduled preventative maintenance and necessary repairs to automobiles, trucks (light and heavy), construction equipment and other motorized equipment using gasoline, diesel or other fuel alternatives. The Fleet Mechanic operates a variety of hand, power and shop tools and is responsible for the management of purchasing and inventorying parts and supplies, scheduling repairs and maintenance and the proper organization of the service garage area.

### **Supervision Received**

Work is performed under the general supervision of the Operations Manager.

### **Supervisory Responsibilities**

The position does not have any supervisory responsibilities.

### **Essential Functions**

*The following duties and responsibilities are typical for this position. These are not to be construed as exclusive or all-inclusive; other duties or responsibilities may be required and assigned.*

Inspects, diagnoses, services, fabricates, repairs and maintains automobiles, trucks, tractors, buses, loaders, street sweepers and other varieties of motorized equipment

Performs field repairs as needed

Accurately updates computerized and written records related to work activities

Manages purchasing and inventorying of parts and supplies

Keeps work area organized, clean and free from safety hazards

Performs field inspections of heavy and light equipment to determine repair needs

Proposes necessary changes to systems, procedures and equipment; and communicates the status of repairs, maintenance or fabrication work

Repairs vehicles and components including: hydraulic systems, internal engine parts, cooling systems, brake systems, fuel injection systems, valves and pumps; diagnoses electrical problems and interprets wiring schematics; diagnoses and repairs computer control systems on engines and transmissions; inspects, analyzes and repairs transmissions, differentials, and front and rear axle assemblies; inspects, repairs, overhauls and

assembles electrical equipment, such as distributors and starters; diagnoses faults and repairs hydraulic pumps, cylinders and controls

Welds (Arc, MIG, TIG), cuts, repairs, lays out and fabricates specialized equipment from both formal and informal plans and verbal instructions; designs special equipment to accommodate customer needs; performs welding on vehicles and equipment

Schedules and coordinates work in serving all city departments

Prioritizes work and determines what equipment and materials are necessary to accomplish work assignment

Coordinates with all city departments and implements preventative maintenance procedures and schedules for fleet vehicles

Maintains a positive working relationship with all city employees, vendors, and the general public

Assists and trains less experienced personnel

Keeps an up-to-date record of vehicle and equipment inventory

Prepares reports and memos when requested

Assists with researching and developing specifications for the purchase of Capital Equipment

Responds to emergencies on-call; performs emergency repairs.

Requires regular and predictable attendance.

Other duties as assigned.

### **Qualifications**

The incumbent for this position must be at least 18 years of age and possess a high school diploma or GED equivalent supplemented by a combination of automotive vocational/technical classes equal to two years. Additionally, the incumbent must have a minimum of three years of progressively responsible experience in the automotive or heavy equipment repair field and must have current, relative ASE certification. An ASE Master Technician is desirable.

The incumbent must be able to obtain and maintain an Ohio commercial driver's license, Class A with Air Brake and Tanker endorsements within twelve (12) months of employment. Other requirements include the ability to maintain insurability under the city's vehicle insurance policy.

### **Knowledge, Skills, and Abilities**

*The incumbent must have the following knowledge, skills, and abilities:*

Knowledge of the methods, materials, and equipment used in vehicle and equipment maintenance and repair.

Ability to operate computer systems that involve fleet maintenance, parts ordering and fuel management.

Knowledge of the safe and correct use of hand and power tools and equipment common to the work.

Knowledge of the occupational hazards and safety precautions of the work.

Ability to establish and maintain effective working relationships with others.

Ability to understand and follow oral and written instructions.

Ability to climb up onto, operate and repair equipment.

Ability to observe and control materials being moved while operating equipment.

Ability to hear obstacles as they encounter the equipment and redirect the equipment.

Ability to use peripheral vision in avoiding hazards while operating equipment.

Ability to visually detect power lines, water meters, gas meters, vehicles, and other hazards while operating the equipment.

Ability to load and unload materials.

Ability to lift heavy objects.

Ability to judge distance effectively in operating all equipment.

Ability to stand and sit for long periods of time.

Ability to operate equipment in the dark for special or emergency projects.

Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance; tasks require visual perception and discrimination.

Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data.

Ability to comprehend and correctly use a variety of informational and technical documents including reference books and manuals, requisitions, purchase orders, invoices, applications, plans, site plans, blueprints, and other reports and records.

Working knowledge of computers including word processing; spreadsheets and database systems; internet and email usage.

Ability to accurately record and deliver information.

Ability to perceive and discriminate sounds, textures, odors, and shapes.

Ability to work under stressful conditions and to respond immediately to crisis situations.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, and helpful and professional manner with the general public, coworkers, and supervisors.

Ability to work effectively being exposed to weather extremes, dust, electrical current, machinery, etc.

**This position description contains the essential functions for purposes of 42 USC 12101. However, it is not intended to be the only duties and responsibilities to be performed by the position incumbent. The City retains the right to modify the duties and responsibilities of this position at any time.**

**The City of New Albany does not unlawfully discriminate on the basis of race, color, national origin, ancestry, sex, religion, military/veteran status, age, disability, or genetic information in employment.**