



Fleet Mechanic

Category: Classified
Pay Grade: C21
Job Code: 12982

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.

JOB SUMMARY

Performs semi to highly skilled mechanical work in the maintenance and repair of light to heavy duty, gasoline and diesel fueled equipment such as automobiles, trucks, tractors, graders, draglines, mowers, pumps, generators, and compressors; handles the repair, overhaul, and remanufacturing of equipment units; carries out performance testing of repaired equipment units; may handle lead worker and trainer responsibilities for other mechanics, trainees, or individuals and the inspection of completed work; may coordinate with Fleet Department sub shops.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Inspects, repairs, and performs major overhauls on engine, drive train, steering, brakes, and suspension components on automobiles, trucks, and construction equipment;
- Repairs and overhauls engines and inspects, services, and overhauls hydraulic, pneumatic, vacuum, and electrical sub-systems and components;
- Uses micrometers, calipers, dial indicators, and other precision instruments to determine working clearances on mechanical, pneumatic, and hydraulic components;
- Troubleshoots and repairs electronic ignition and fuel injection systems;
- Inspects fuel sites daily and takes fuel readings;
- Performs servicing of automotive air conditioning systems, including the testing of electronic climate control components;
- Performs preventative maintenance service on equipment and machinery;
- Processes paperwork and orders supplies and parts;
- Services and overhauls transmissions and differentials and performs vehicle and equipment remanufacturing with minimal supervision;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of journeyman level experience in the maintenance and repair of automotive or other engine powered public works equipment; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Florida Driver's License or Florida Commercial Driver's License and endorsement within six (6) months following date of appointment.

- Possession and maintenance of Automotive Service Excellence (ASE) certification to include brakes, steering and suspension in either heavy trucks or automobiles within one (1) year following date of appointment.
- Mobile Air Conditioning Society certification and/or ASE air condition certification.
- An incumbent in a position covered by an approved fleet mechanic trainee job classification plan may be promoted to this class following completion of training and upon meeting the minimum qualifications.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the operating principles of the electrical and mechanical systems and components found on engine powered vehicles and equipment;
- Knowledge of the occupational hazards and safety precautions of the automotive and equipment repair trade;
- Skill in the use of tools, machines, and testing instruments used in the repair and overhaul of vehicles and equipment;
- Ability to perform administrative tasks, recordkeeping, and automated computer related functions or assignments integral to completion of job assignments;
- Ability to apply knowledge of equipment operating principles to diagnose and correct malfunctions in vehicles and equipment;
- Ability to use knowledge, creativity, and initiative in recommending or implementing improvements in servicing methods, tools, and materials;
- Ability to use manuals and schematics in servicing vehicles and equipment;
- Ability to endure long periods of standing, walking, or working in inclement weather and possession of sufficient physical strength and agility to lift and move heavy objects;
- Ability to use small office equipment and computers;
- Ability to use or repair small, medium, and heavy equipment and machinery;
- Ability to supervise employees using or repairing machinery.

PHYSICAL/MENTAL DEMANDS

The work is very heavy work which requires 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. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.

- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires me to be sensitivity to change and responsiveness to changing goals, priorities, and needs.