Job Title: Fleet Mechanic /Technician
Department: Public Works
Reports To: Supervisor
FLSA Status: Non-exempt
Prepared By: Director, Public Works
Salary/Grade: 25
Date: 1/23/2024
Approved By: David Parsons, City Manager

Summary: Under the direct supervision of the Supervisor, the Fleet Mechanic / Technician - performs general labor and semi-skilled level work. Responsible for inspecting/accessing vehicular/equipment issues and problems, developing a plan for repairs, and ordering the required parts. Disassembly, cleaning, prep work, reassembly, and testing completed repairs. Responsible for all annual servicing of heavy equipment, vehicles, tractors, mowers, golf carts, and small tools including mowers, trimmers, chainsaws, etc. Required to maintain, cycle, and test all city-owned emergency generators and associated equipment and perform any and all other related work as required and directed.

Essential Duties and Responsibilities include the following:

- Examines vehicles and equipment with personnel and staff to review and gain knowledge of the extent of damage or malfunction.
- Plans work procedures for any repairs.
- Provides a listing of required materials, fluids, or parts to the Supervisor for purchasing and ordering.
- Removes damaged parts/equipment and cleans and preps vehicle/equipment for required repairs.
- Receives materials, fluids, or parts, ensures they are the required items, and completes the installation/repairs.
- Services all fluids, filters, wipers, tires, etc. for all vehicles, heavy equipment, equipment, golf carts, tractors, mowers, golf carts, and small tools including mowers, trimmers, chainsaws, etc.
- Re-fuels, cleans, oils, greases, maintains, cleans, and washes all vehicles, equipment, tractors, and tools as listed above and as directed including periodically scheduled maintenance and rust prevention activities and any and all other duties as assigned.
- The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Supervisory Responsibilities: This position has no direct supervisor responsibility.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- Written Communication - Writes clearly and informatively; Able to read and interpret written information.
• Leadership - Exhibits confidence in self and others; Accepts feedback from others.

• Quality Management - Looks for ways to improve and promote quality; Demonstrate accuracy and thoroughness.

• Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

• Judgment - Displays willingness to make decisions and exhibits sound and accurate judgment;

• Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

• Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

• Quality - Demonstrate s accuracy and thoroughness; Look for ways to improve and promote quality.

• Quantity - Meets productivity standards; Completes work in timely manner.

• Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

• Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.

• Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions.

• Initiative - Volunteers readily; Undertakes self-development activities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience: High school diploma or general education degree (GED); Valid Texas Class B Commercial Driver's License required; minimum number of 2 years of mechanical experience servicing heavy diesel equipment, heavy diesel trucks, diesel emergency vehicles, and general vehicles and trucks. Knowledge and experience with heavy equipment t/vehicular hydraulic systems, electrical systems, and general repair knowledge are essential.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized s situations.

Computer Skills: To perform the job successfully, an individual should have a working knowledge of internet software and emailing/texting software using a "smartphone".

Certificates, Licenses, Registrations: Valid Texas Commercial Driver's License in good standing.
**Reasoning Ability:** Basic office skills; good telephone etiquette.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The employee is frequently required to stand, walk; sit; use hands and fingers, handle, or feel and reach with hands and arms. The employee occasionally is required to stoop, kneel, or crouch, and crawl. The employee must frequently lift and/or move up to 20-50 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.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee is exposed to outside weather conditions; extreme cold and extreme heat; toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, highly precarious places and risk of electric shock. The employee will be exposed to possible extended periods of loud noise.

EMPLOYEE: ______________________________

Date: __________________________