

SENIOR FLEET MECHANIC

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, provides technical and functional supervision over assigned mechanical maintenance personnel; assists in administrative duties of the division; performs major and minor repairs to City automobiles, trucks, emergency equipment, tractors, and other power driven equipment.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Fleet Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series and can independently perform all repairs and servicing on the full range of equipment owned by the City. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility, are required to perform duties on an on-call basis, and assume responsibility for the work unit in the absence of the supervisor.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate and provide daily work assignments to mechanical maintenance personnel; review work and control quality of work; may provide input on performance evaluations.
2. Perform the full range and most complex duties of the Fleet Mechanic class; respond to emergency calls for service after hours.
3. Assist in implementation of garage policies and procedures.
4. Inspect automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair.
5. Perform general overhaul and repair work on gasoline, diesel and propane powered engines such as automobiles, trucks, tractors, police and fire vehicles and equipment, and other automotive and mechanical equipment at off-site locations and at the garage.
6. Inspect, adjust, and replace necessary units and related parts including valves, hoses, belts and alternators.
7. Repair cooling, fuel, electrical, and exhaust systems; tune engines using standard testing equipment.
8. Diagnose, repair, and maintain hydraulic systems.
9. Perform preventive maintenance work on vehicles, including lubrication and oil changes.
10. Fabricate and weld to repair equipment as necessary.
11. Perform vehicle body work and collision repair.

CITY OF CERES

Senior Fleet Mechanic (Continued)

12. Operate vehicles and equipment to aid in diagnostics; pick up and deliver vehicles and parts.
13. Install emergency equipment for emergency vehicles; perform repair work on other City equipment and systems as necessary.
14. Clean and maintain the garage area and equipment.
15. Inventory, order and control tools, supplies and materials for garage; research, compare, and locate parts, equipment, and vehicles.
16. Maintain records on all maintenance and repair work performed; track recalls, smog inspection dates, and warranties for all vehicles.
17. Assume duties of the supervisor in his/her absence.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods, materials, equipment, and tools used in vehicle and equipment maintenance and repair.
Principles of lead supervision and training.
Various mechanical systems of gasoline and diesel engines.
Various electrical systems of gasoline and diesel engines.
Standard practices, equipment and tools of the automotive and equipment mechanical trade.
Principles and practices of gasoline and diesel engine repair and maintenance.
Methods and techniques of welding and fabrication.
Operating and repair characteristics of hydraulic systems.
Principles and practices of fire truck pump and valve repair and maintenance.
Basic principles of record keeping.
Shop mathematics.
Occupational hazards and standard safety procedures.

Ability to:

Perform a variety of duties in diagnosing, troubleshooting, and repairing vehicles, equipment and components.
Lead, organize, and review the work of staff.
Inspect automotive, emergency and public works equipment to locate mechanical defects, to diagnose mechanical, electrical and hydraulic problems and to determine corrective procedures.
Perform a variety of welding work.
Estimate time and materials needed for work.
Maintain a variety of shop and repair records and logs.
Use various hand and power driven shop tools.
Prepare and maintain clear and accurate reports.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF CERES
Senior Fleet Mechanic (Continued)

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of responsible vehicle and equipment maintenance and repair experience equivalent to Fleet Mechanic II in the City of Ceres.

License or Certificate:

Possession of a valid Class B California driver's license with airbrake endorsement.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous
FLSA Status: Non-Exempt

June, 2007
Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Senior Fleet Mechanic position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.