

Job Description

Human Resource Use Only
Position Number: Step/Grade Effective Date: 03/2014

POSITION IDENTIFICATION

Position Title: Fleet Mechanic
Division: Department of Public Infrastructure – Operations Division
Status: Full-time Non-Exempt
Normal Workweek: 40 Hours, Monday - Friday

SUPERVISORY RELATIONSHIPS

Reports to: Operations Team Co-Leader (Fleet/Streets Manager)
Directly Supervises: No supervisory responsibilities

POSITION PURPOSE

The employee in this position performs skilled work of a varied nature concerning the repair, maintenance and overhaul of automobiles, buses, trucks, and other equipment as well as ordering, storing and issuing of spare and replacement parts.

ESSENTIAL DUTIES

- Repairs and replaces electrical systems such as wires, starters, alternators, regulators, and generators
- Greases fittings, changes filters and oil
- Repairs hydraulic equipment, tightens and/or replaces packings, seals, pumps and rams
- Brake work
- Checks and repairs drive train, universal joints, suspension and steering components
- Winterizes all City-owned vehicles and equipment
- Overhauls engines and equipment as needed; performs tune-ups and diagnoses runability problems with aid from a computerized scanner where applicable
- Makes service calls when machinery breaks down while in service
- Maintains saws, generators, pumps, small engines and snow blowers
- Replaces, repairs and adjusts brakes, clutches, transmissions and differentials
- Does road tests to check work performed to assure that it is properly repaired when required
- Performs repair and maintenance work at Marina as needed
- Does welding and fabrication work as required
- Orders and issues parts as needed, maintains stock room and keeps inventory of spare parts
- Performs maintenance on all lift bridges, and enters and retrieves data via computer
- May perform auto body repairs and spray painting as required

OTHER DUTIES

- May be required to assist with DPW snow removal operations when necessary
- Other related duties as assigned

MINIMUM POSITION QUALIFICATIONS

- Education:** High school degree or equivalent preferably supplemented by special training in automotive repair or related field
- Experience:** Experience in the servicing and repairing of automotive equipment; previous experience as a mechanic; experience in complete body work and painting; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities; computer experience; good knowledge of the standard methods, materials, tools and equipment of the automotive/mechanic trade; good knowledge of the principles of operation of gasoline and diesel driven equipment and of mechanical repair methods applicable to heavy trucks and construction equipment; knowledge of the servicing and repairing of air conditioning systems; knowledge of the occupational hazards and safety precautions of said job; skill in the care and use of hand and machine tools employed in automotive repair work; skill in locating and repairing defects in automotive equipment; knowledge of acetylene, arc, and wire welding; working knowledge of a wide variety of supplies, material parts (off road and vehicle) tools and equipment and related terminology; ability to understand and carry out oral and written instructions; mechanical aptitude; thoroughness and dependability.
- Certifications/Licenses:** Must possess valid Commercial Driver's License (Class ABCD and Endorsement N and P) with ability to operate vehicles with air brakes, or be able to obtain within short period of time. Refrigerant, welding and ASE certifications preferred but not required.
- Other Requirements:** Employee must supply all basic hand tools and air operated tools.

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the ability to read and interpret documents such as parts manuals, safety rules, and operating and maintenance instructions; read and understand wiring schematics; complete routine paperwork; effectively present information to other employees and supervisors; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; calculate area, circumference, and volume; and the ability to apply concepts of basic algebra and geometry. This position must also possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form; ability to apply situational reasoning ability by exercising good judgment in the implementation of work orders; possess the ability to navigate the internet, use e-mail and be able to use/learn the Fleet Maintenance program established for technicians; and possess specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be required to use a respirator, either half mask or full mask, or a dust mask. This position must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described 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 functions.

Manual Dexterity: While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, bend, carry, twist, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb, balance, taste or smell, and may be required to work in high places and/or confined spaces.

Physical Effort: The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

Working Conditions: The employee will be subject to outside weather conditions, which may include extreme cold, extreme heat, wet, and/or humid conditions and wind. The employee may be required to negotiate semi-rough or rough terrain. The noise level is generally moderate but may be quite loud, depending on equipment used or work being done in the area. The employee is frequently exposed to moving mechanical parts and vibration and may be exposed to fumes, airborne particles, and toxic or caustic chemicals. The employee must be able to perform work in confined spaces once properly trained to do so.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.