

FLEET MECHANIC

Statement of Duties

Skilled maintenance and repair of automotive, gas & diesel, heavy equipment and other power equipment; other related work as required.

Works to anticipate, meet and exceed customer service expectations in a positive and professional manner.

Supervision

Employees in this classification perform duties under the general supervision of the Division Lead. Most work is standardized, in instances where it is not, employee looks to supervisor for guidance. Supervisor usually evaluates work while in progress or upon completion. Safety precautions must be observed at all times.

Job Environment

Work is generally performed indoors and outdoors, with frequent exposure to hazards associated with the garage or construction sites; work is performed indoors pertaining to the repair and maintenance of vehicles and DPW equipment. May be required to work overtime, nights and weekends.

Operates an automobile, trucks and heavy equipment.

Errors could result in delays or loss of service, personal injury, monetary loss, injuries to other employees, damages to building and/or equipment and legal, liability issues for the city.

The employee has contact with the public. Daily contact with supervisor for the purpose of receiving orders and exchanging information and views about departmental matters.

Other contacts are with other city staff or affiliated state agency necessary to assist in accomplishing work responsibilities. Contact is by telephone, in person, electronic mail, or by radio dispatch.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Performs a full range of mechanical duties on heavy mobile equipment including trucks, tractors, snow plows, blowers, backhoes, street sweepers, graders, and sewage cleaners. Equipment is powered by diesel and gasoline engines, and includes hydraulic, pneumatic, electric and mechanical utility systems controls.

Troubleshoots, rebuilds and repair engines, major assemblies and components such as transmissions, charging systems, heating systems, power steering mechanisms, braking and cooling systems, wheels and bearings as well as repairing and or replacing pressure release valves, power valves, filter elements, gears, seals, gauges and hoses.

Removes, repairs or replaces defective parts of systems or subsystem in major vehicles and equipment. Performs regularly scheduled inspections as well as safety inspections of assigned vehicles and equipment.

Locates and corrects short circuits of electrical systems, replaces damaged or frayed wiring, and repairs complete systems as needed. Adjust and repair or replace electrical units such as voltage regulators, switches, solenoids, starters, generators, lights, etc. repair and or replace components.

Uses various diagnostic and test equipment including engine analyzers, volt and amp meters, vacuum gauges, drills, manual and hydraulic jacks, and document all work done on work orders. Responsible for keeping work area clean and free of materials that might cause injury or fire.

Instructs drivers in checking and working on minor repairs and maintenance.

Performs other duties as assigned such as going after parts or equipment.

Assist with winter operations.

Establishes and maintains effective working relationships with employees and the public.

Performs similar or related work, as required, or as situation dictates.

Attendance is an essential function of this position.

Recommended Minimum Qualifications

Education and Experience

High School diploma or its equivalent. Training in automotive and mechanical repair work to the journeyman level.

Special Requirements

Possession of a valid CDL-A driver's license with Tank Endorsement.

NH State inspection license or capable of obtaining one upon hire.

Knowledge, Ability and Skill

Knowledge: Knowledge of state inspection laws and statutes. Thorough working knowledge of all phases of heavy equipment repair including welding, cutting torch, arc welder, and vehicle lifts, power tools, etc. Working knowledge of various types of bodywork.

Ability: Ability to prepare clear and concise reports. Ability to establish and maintain effective communications and working relationships with all other employees, the public, state and city officials, and others.

Skill: Skill in use of pneumatic, power and hand tools. Skill in the operation of heavy equipment.

Physical Requirements

Moderate to heavy physical effort required in performing work. Occasionally required to move (push, pull, lift or carry) objects weighing up to 50 pounds. Ability to lift heavy objects and to occasionally perform some strenuous work under varying weather conditions. Ability to walk, stand, reach, stoop, kneel and crouch for long periods of time. Ability to talk, listen and hear. The position has normal vision requirements including the ability to adjust focus at close and distant vision.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.