

# **FLEET MECHANIC I**

## **MAJOR FUNCTION**

This is a semi-skilled position, with very frequent physical labor and responsible for performing or assisting in the maintaining and repairing of County vehicles and equipment.

## **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Performs preventive maintenance services of County vehicles and equipment. Services include changing oil, air and fuel filters.
- Operates pressure washer, uses solvents and chemical related to the mechanical trade, which may contact the skin.
- Makes minor repairs involving metalworking: including measuring, cutting and some bending of metal. Uses small power tools including saws, drills, air powered tools. Assist more senior technicians in the repair or maintaining of heavy equipment.
- Repairs and/or replace tires, which involves the use of air ratchets and, tire changing and balancing machines.
- Inspects and makes brake repairs, including the replacing of the master brake cylinder, brake pads and calipers. May involve the use of the “brake lathe” machine.
- Makes minor automotive repairs and tune-ups such as changing fan belts, radiator hoses, and sparkplugs. Operate the hydraulic hose machine in the fabrication of new hydraulic lines. Disassembles, inspects, and replaces worn or broken parts. Fits and adjusts new or repaired parts.
- Performs pre-maintenance and post-maintenance inspection of repaired or serviced equipment, to include test-driving.
- Responds to emergency and after hour calls including nights, weekends, and holidays.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

## **SECONDARY FUNCTIONS**

- Assists in the repair of heavy equipment. Also assist in making repairs to Heating and Air-conditioning systems in a variety of vehicles/equipment.

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- Operates computer to retrieve work information on the vehicle that is assigned for repairs and to record work completed.
- Assists senior level tech in the repair of equipment in remote areas, including the Landfill.
- Moves parts, metals or various supplies to and from storage areas. Keep area clean by sweeping and removing trash, including carrying used parts to the recycling bin.
- Cross trains into other areas and help with other technicians with assigned work orders.
- Performs other tasks as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to other County employees, and indirect customer service to members of the general public. Personal contact occurs with other employees of the unit, employees of other departments in the County, and customers of the department. Service is provided in person.

### **SUPERVISION**

This position has no supervisory responsibilities.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

High school graduate or general education degree (GED) equivalent; experience preferred which may include trade courses, apprenticeship and on the job training; or equivalent combination of training experience.

#### **Licenses**

Possess or be able to obtain a valid Florida Commercial Driver License Class B within 180 days of assignment to the classification.

#### **Certifications**

Possess, or obtain with one year of assignment, and maintain National Institute for Automotive Excellence (NIASE) certification for A-5 Automotive Brakes and one additional NIASE certification.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

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### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

### **Problem Solving Abilities**

- 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 situations.
- Requires some judgment in selection of procedures, methods, or tools, equipment to own work to accomplish tasks.

### **Specialized Skills and Abilities**

- Knowledge of all automotive components, principles, repair and maintenance standards and requirements applicable to the achieved certifications.
- Ability to move heavy machine parts and metals.
- Ability to remain calm in stressful situations and cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

To accomplish the task of this position, the employee will be required to operate the following machines and equipment: service truck, various air power tools, forklift, pneumatic vehicle lift, jacks and jack stands, acetylene torch, various tools associated with welding, grinder, various test equipment such as battery and alternator tester, and the various hand tools of the trade. Uses hoist, wrenches, gauges, drills, or other specialized automotive mechanic tools and equipment.

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### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to sit, and lift up to one hundred pounds; will regularly be required to walk, climb or balance, stoop, kneel, crouch or crawl, and taste or smell; will frequently be required to lift up to twenty pounds, stand, use hand to finger, handle, feel, reach with hands and arms, talk and hear. Special vision requirements include close, distance, color, and peripheral vision, depth perception, and 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. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts and risk of electrical shock. This employee will frequently be exposed to wet or humid conditions, fumes toxic or caustic chemicals, at the Landfill that may harbor contagious and communicable disease, outdoor weather conditions, and extreme cold and heat. The noise level for this environment is loud.

Established: 10/99

Pay Grade: 9

Job Description Number: 7028

Category: 7

Status: NE

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