

FLEET MECHANIC II

MAJOR FUNCTION

This is a skilled mechanic 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. Repairs and/or replace tires, which involves the use of hand tools, air ratchets and tire balancing machine.
- Diagnoses and repairs mechanical problems on various types of vehicles and equipment. Make 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 or assists in heavy equipment repairs and makes minor repairs involving metalworking: including measuring, cutting and some bending of metal. Uses small power tools including saws, drills, air powered tools.
- On Call Fleet Mechanic. Able to work independently and respond to emergency and after hour calls including nights, weekends, and holidays.
- Perform pre-maintenance and post-maintenance inspection of repaired or serviced equipment, to include test-driving.
- Inspects and makes brake repairs, including the replacing of the master brake cylinder, brake pads and calipers and use of the "brake lathe" machine.
- Repairs and/or maintains electrical and electronic systems controls, by checking, testing and replacing faulty components, circuit modules, printed circuit boards, and similar devices.
- Changes batteries as determined by failure; may charge batteries and maintain battery fluid at prescribed level. Cleans battery connectors.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

FLEET MECHANIC II

SECONDARY FUNCTIONS

- Assists in the repair of heavy equipment. Also assists in making repairs to heating and air-conditioning systems in a variety of vehicles/equipment.
- Operates computer to retrieve work information on the vehicle that is assigned for repairs and to record work completed.
- 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.
- Assist senior level tech in the repair of equipment in remote areas, including the Landfill.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to other County employees and, indirectly 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 or by phone contact.

SUPERVISION

Occasionally functions as a lead worker for a small group of employees (1 or 2) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice and assistance to others on work assignments.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

High school or equivalent. Training which may include trade courses, apprenticeship, on the job training; with three to five years experience in fleet maintenance and automotive repair field; or equivalent combination of education and experience.

Licenses

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

Certifications

Possess and maintain a minimum of four (4) certifications from the National Institute for Automotive Service Excellence (NIASE): One of these certifications must be in Brakes (Auto or Heavy Trucks).

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty

FLEET MECHANIC II

satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read technical procedures and interpret documents such as safety rules, operating and maintenance instructions, and procedure manual.
- Ability to respond to common inquiries or complaints from customers or other employees.
- Ability to write reports and correspondence.

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 interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
Ability to solve practical problems
- Requires judgment regarding use of equipment, tools, or materials.
- Study manual work process to determine most effective methods for essential tasks.
- Ability to deal with a variety of technical and non-technical problems, and explain records and procedures to others as lead worker.

Specialized Skills and Abilities

- Knowledge of all automotive components, principles, repair and maintenance standards and requirements applicable to the achieved certifications.
- Knowledge of mechanical principles of gasoline and diesel fueled internal combustion engines and automotive electrical systems.
- Ability to diagnose, trouble shoot and recommend a repair plan on a variety of equipment.
- Ability to work independently with general supervisory approval.
- Knowledge of the occupational hazards and safety precautions of the mechanic trade.
- Ability to use power tools and machines safely, and acquire knowledge of new tools, materials and systems dealt with on the job.
- Ability to comprehend detailed verbal narrative, schematic and complex diagrammatic

FLEET MECHANIC II

instructions and directions.

- Ability to remain calm in stressful situations.
- Ability to move heavy equipment and metals.
- Ability to take a teamwork approach to the job by 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.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, taste or smell and lift up to one hundred pounds; and will regularly be required to use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and frequently lift up to fifty pounds. Special vision requirements include close, distance, color, and 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. 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.

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Pay Grade: 12	Status: NE
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