

FLEET MECHANIC IV

MAJOR FUNCTION

This "Master Technician" position involves very frequent physical labor in highly skilled maintenance repairs and overhauls to County vehicles/equipment. Employees assigned to this classification are equipped to instruct technical staff in proper methods, tools and techniques for repair and proper maintenance of County fleet.

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.

- Diagnoses, troubleshoots and repairs of mechanical problems on various types of vehicles and equipment.
- Makes major repairs by replacing major components such engines, brakes, heating and air conditioning systems, drive trains and transmissions. Capable of disassembling, inspecting, and replacing or repairing worn or broken parts.
- Performs preventive maintenance services of County vehicles and equipment. Services include changing oil, air and fuel filters. Makes major and/or minor automotive repairs, and tune-ups such as changing fan belts, radiator hoses, and sparkplugs.
- 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.
- Makes heavy equipment repairs and makes minor repairs involving metalworking: including measuring, cutting and bending of metal. Replaces or repairs major components, such as tracks, Power Take Off units. Uses small power tools including saws, drills, air powered tools. Operates the hydraulic hose machine in the fabrication of new hydraulic lines.
- Performs 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. Replaces or repairs clutches on tractors.
- Repairs and/or maintains electrical and electronic systems controls, by checking, testing and replacing faulty components, circuit modules, printed circuit boards, and similar devices. Inspects, tests, and aligns lights and maintains electrical systems and controls.

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- Installs lights; performs all types specifications concerning repair installation, and inspection of work to be performed.
- On Call Fleet Mechanic. Able to work independently and respond 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

- Operates computer to retrieve work information on the vehicle that is assigned for repairs and to record work completed.
- May maintain required performance and maintenance records for instrumentation and electronic equipment.
- Required to keep assigned On-call truck clean.
- 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.
- Lead person in the implementing and maintaining a technical internal training program.
- Guides other lead staff in proper cross training of other technicians.
- Performs other duties as assigned including test-driving repaired equipment.

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

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no direct supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotion, status changes, and planning, scheduling, and coordinating work operations.

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EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Ten years experience and training. Six years with MCBCC in the field of automotive/equipment/fleet maintenance and repair. Completion of the core courses of the Marion County Leadership Track program.

Licenses

Possess a valid Florida Commercial Driver License Class B.

Certifications

Possess and maintain a Master Certification from the National Institute for Automotive Service Excellence (NIASE) in Heavy Trucks (or) Light Automotive.

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.

Language Skills

- Ability to read, analyze and interpret technical procedures and safety rules, operating and maintenance instructions, and procedure manual.
- Ability to respond to common inquiries or complaints from customers.
- 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.
- Ability to deal with a variety of technical and non-technical problems, and explain records and procedures to others as lead worker.

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Specialized Skills and Abilities

- Expert knowledge of all automotive and equipment components, principles, repair and maintenance standards and requirements applicable to the achieved certifications.
- Ability to work independently with general supervisory approval.
- Substantial knowledge of the methods, materials, tools and standard practices of the automotive and heavy equipment mechanic trade.
- Knowledge of the operating and repair characteristics of a wide variety of vehicles, equipment, and machinery.
- Extensive knowledge of the occupational hazards and safety precautions of the trade.
- Ability to comprehend detailed verbal narrative, schematic and complex diagrammatic instructions and directions.
- Ability to diagnose, trouble shoot and recommend a repair plan on a variety of equipment.
- Knowledge of mechanical principles of gasoline and diesel fueled internal combustion engines and automotive electrical systems.
- Ability to remain calm in stressful situations.
- 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 sit and to lift more than one hundred pounds; will regularly be required to stand, walk, use hand to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk or hear, and taste or smell; will frequently be required to lift up to twenty-five pounds. Special vision requirements are close, color, peripheral vision, depth of perception, and the ability to adjust focus.

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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 regularly be exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, vibration, and outdoor weather conditions. The noise level for this environment is loud.

Established: 10/99

Pay Grade: 16

Job Description Number: 7025

Category: 7

Status: NE

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