



Job Title: <u>Equipment Mechanic-Fleet - CDL</u>		Job Number:
Job Classification: <u>Field / Maintenance</u>		4245
Reports to:	Department:	Pay Grade:
Fleet Supervisor	General Services – Fleet	216 Non-Exempt

**PRIMARY DUTY:** Under basic supervision, performs maintenance, repairs, adjustments and preventive maintenance on Fleet Services (FS) vehicles, specialty vehicles and equipment and heavy equipment, in accordance with all safety regulations and City procedures.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs maintenance, repairs, adjustments and preventive maintenance on a diverse fleet of light, medium and heavy-duty vehicles, equipment and machinery including road and grounds maintenance, heavy hydraulic systems, fire equipment, police and fire vehicles, watercraft and other specialty vehicles and equipment; duties may vary according to job assignment.
- Inspects and diagnoses mechanical, electrical and hydraulic problems on vehicles and equipment; determines extent of necessary repairs, prioritizes work and performs repairs within scope of authority and training and in accordance with all safety regulations and procedures.
- Performs preventive maintenance and diagnostics on vehicles and equipment to maximize the effective life cycle, reduce downtime and improve the productivity of City workers; performs specialized repair and maintenance work to bring vehicles and equipment into compliance with safety and regulatory violations.
- Inspects status of vehicles and equipment, performs safety inspections and recommends equipment replacement and major repair options; installs auxiliary and specialized equipment.
- Diagnoses and repairs vehicle and equipment engines and components, including gasoline, diesel and hybrid engines; uses technical manuals and computer equipment to diagnose and correct problems.
- Diagnoses and repairs vehicle component systems and sub-systems for electrical, fuel supply, hydraulic & pneumatic systems, brakes, drive train, suspension, exhaust and engine cooling systems; performs arc and acetylene welding as required; performs body repair and other metal component repairs.
- Transports equipment from the field to the repair shop facility; performs emergency repairs in the field as required; identifies and reports vehicle problems requiring additional maintenance and repair; notifies supervisors of repair problems beyond the scope of authority and skills.
- Maintains records and logs of services performed and general vehicle information; opens and closes work orders; and documents work hours, parts used and repairs completed.
- Orders parts as needed; maintains records of parts requisitions and stock inventory.
- Maintains shop facility, cleans work areas and removes debris; maintains the work zone and all equipment in safe operating condition, disposes of lubricants and chemicals in accordance with all safety procedures.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Driving is essential.

**KNOWLEDGE AND SKILLS:**

**Knowledge:**

- City policies and procedures.
- Methods, tools and equipment used in the repair of vehicles, specialty vehicles and heavy equipment.

- Gasoline & diesel engines, power trains and hydraulic, pneumatic, mechanical and electrical systems.
- Federal, state and FS safety rules and regulations, occupational hazards and safety precautions.
- Safety rules and regulations in repair shop environments; including procedures for the proper handling and disposal of fluids and chemicals.
- Metal fabrication and welding methods and procedures.
- City geography, traffic patterns, streets, landmarks and facility locations.

**Skill in:**

- Inspecting, diagnosing and repairing mechanical problems in a wide variety of vehicles, specialty vehicles and heavy equipment.
- Identifying maintenance needs and mechanical problems and taking corrective actions.
- Performing computerized diagnostic tests and fine calibrations on equipment and components.
- Reading and interpreting technical manuals and specifications.
- Following and maintaining safety standards and identifying safety problems.
- Maintaining fleet management records and files.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent is required; AND two year's work experience in the maintenance and repair of vehicles and heavy equipment.

**LICENSE AND CERTIFICATION:**

- Must possess a valid Texas Class A Commercial Driver's License with Tanker Endorsement; Hazmat Endorsements may be required.
- State of Texas vehicle inspector license and additional technical training and certifications may be required for some incumbents. Technical certifications from National Institute for Automotive Service Excellence (ASE) are preferred.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The physical demands described here 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.

- The physical activity of this position
  - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
  - Stooping - Bending body downward and forward by bending spine at the waist.
  - Kneeling - Bending legs at knee to come to a rest on knee or knees.
  - Crouching - Bending the body downward and forward by bending leg and spine.
  - Crawling - Moving about on hands and knees or hands and feet.
  - Reaching - Extending hand(s) and arm(s) in any direction.
  - Standing - Particularly for sustained periods of time.
  - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
  - Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
  - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

- Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping - Applying pressure to an object with the fingers and palm.
- Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
- Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position
  - Heavy work. Exerting in excess of 75 pounds of force occasionally and/or in excess of 50 pounds of force frequently and/or in excess of 20 pounds of force constantly to move objects.
- The following personal protective equipment may be required and must be worn when required by the task being performed
  - Gloves, eye protection, hearing protection, hardhat, reflective vests and proper footwear up to and including steel toed boots.
- The visual acuity requirements including color, depth perception and field vision.
  - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
  - The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades, tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
  - The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
  - Requires vision capacity to perform fine calibrations and differentiate between colored wires.
- The conditions the worker will be subject to in this position
  - Work is performed primarily in a shop environment; occasional field environment with some travel from site to site
  - The worker is subject to exposure to hazardous traffic conditions.
  - The worker is subject to hazards including a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, exposure to high heat or exposure to chemicals.
  - The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system or the skin: chemicals, fumes, odors, dust, mists, gases, or poor ventilation.
  - The worker is subject to close quarters, enclosed rooms and other areas that could cause claustrophobia.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

## Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

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Employee's Signature

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Date

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Employee's Printed Name

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Employee Identification Number