



CHIEF FLEET MECHANIC

Department:	Public Works	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the general supervision of the Public Works Director, serves as Chief Fleet Mechanic for the City's Public Works Department; plans and coordinates the activities of the Equipment Services Division which includes the maintenance shop, the Green Waste site and the Corporation Yard; coordinates and performs a variety of mechanical work involving the maintenance, repair, and inspection of City vehicles and equipment; processes fleet maintenance work orders; prepares and maintains a variety of maintenance records / reports; orders parts; maintains departmental supply inventories; and performs other related duties as assigned.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Receives, processes, and prioritizes maintenance work orders.
- Plans, coordinates, and delegates work assignments to division personnel including other mechanics; monitors and evaluates the quality and progress of work performed by those working in the Equipment Services Division.
- Coordinates fleet maintenance activities with City departments and personnel.
- Services and maintains municipal fleet vehicles and equipment including police cars, public works equipment, transit buses, and/or other types of vehicles.
- Diagnoses and repairs various types of mechanical issues.
- Performs all State and Federal mandated vehicle and equipment inspections for the City including those in the operation of the Corcoran Area Transit (CAT); prepare and maintains all inspection records and reports.
- Repairs and maintains stationary, off-road and on road equipment used by the City.
- Operates and maintains various types of equipment and tools.
- Utilizes various types of welding equipment to both repair/rebuild equipment and parts.
- Coordinates the disposal of recyclable automotive oil and green waste through the City facilities as needed.
- Documents and maintains records of all mechanical work performed.
- Orders mechanical parts; monitors and maintains shop supply inventories.

JOB DESCRIPTION

Chief Fleet Mechanic

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND two years experience as an automotive mechanic; OR an equivalent combination of education and experience. Associate's Degree in Automotive Technology is desirable.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Certification as an Automotive Mechanic is desirable.

Required Knowledge of:

- Public Works Department operations, policies, and procedures.
- Principles and practices of fleet maintenance.
- Regulations and standards governing mechanics work.
- Various types of vehicles and equipment relative to municipal operations.
- Mechanics tools and diagnostic equipment.
- Fleet maintenance records, CHP inspection reports / documentation, other reports, and documentation as needed / required.
- General supervisory principles, practices, and methods.

Required Skill in:

- Leading and coordinating the activities those working in the Equipment Services Division.
- Performing skilled mechanics work.
- Maintaining the City's vehicles and equipment in safe working condition.
- Testing, diagnosing, and repairing mechanical issues.
- Performing vehicle/equipment inspections.
- Preparing and maintaining accurate fleet maintenance records.
- Establishing and maintaining cooperative working relationships with other staff, City departments, vendors, suppliers, and the general public.

Physical Demands / Work Environment:

- Work is performed in a fleet maintenance environment.
- Subject to standing, walking, bending, reaching, reaching, climbing under/over vehicles and equipment, and lifting of objects up to 50 pounds is involved.
- Exposure to variable weather conditions, machinery with moving parts, noise from equipment operation, fuel, oil, grease, and hazardous chemicals.