



## FLEET MECHANIC

Department:	<b>Public Works</b>	FLSA Status:	<b>Non-Exempt</b>
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**GENERAL PURPOSE:** Under the general supervision of the Chief Fleet Mechanic performs a variety of mechanical work involving the maintenance, repair, and inspection of City vehicles and equipment; prepares and maintains maintenance records; assists in tracking departmental supply inventories; cleans and maintains the City Yard; 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.*

- 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.
- Performs duties related to the disposal of green waste and recyclable automotive oil.
- Prepares and maintains records of all mechanical work performed as assigned.
- Provides assistance in tracking and monitoring departmental supply inventories.
- Cleans and maintains City Yard facilities and grounds as directed by the Chief Fleet Mechanic.
- Utilizes various types of welding equipment to both repair/rebuild equipment and parts.
- Orders mechanical parts; monitors and maintains shop supply inventories as assigned by the Chief Fleet Mechanic.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School Diploma or equivalent; AND one year fleet maintenance experience; OR an equivalent combination of education and experience.

## **JOB DESCRIPTION**

### **Fleet Mechanic**

#### **Required Licenses or Certifications:**

- Must possess a valid California Driver's License.
- Commercial Drivers License and required endorsements within the first six (6) months of employment.

#### **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, reports, and documentation.

#### **Required Skill in:**

- Performing routine mechanics work.
- Assisting in 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, 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.