



## Mechanic Fleet Maintenance

FM/4 - 655

### JOB SUMMARY

This position is responsible for the repair and maintenance of fleet vehicles.

### MAJOR DUTIES

1. Repairs and maintains county vehicles and off road equipment; performs preventive maintenance; changes and repairs tires.
2. Provides accurate records of work performed; prepares repair orders.
3. Acquires part numbers and prices for parts needed for maintenance and repair.
4. Purchases equipment and parts.
5. Repairs vehicles and equipment in the field as needed.
6. Remains available to respond to disabled emergency vehicles after normal working hours.
7. Locks facility at the end of work shift.
8. Records fuel readings.
9. Performs electrical and mechanical diagnosis on computerized engine controls.
10. Fabricates and welds heavy equipment.
11. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the methods, materials, tools, and standard practices of the automotive and heavy equipment mechanic trade.
2. Knowledge of the operating characteristics of a wide variety of vehicles, equipment, and machinery including fire apparatus and other emergency vehicle components.
3. Knowledge of occupational hazards and standard safety precautions necessary in a workplace.
4. Knowledge of the principles of gasoline, diesel, and alternative fuel engines.
5. Skill in the diagnosis of equipment malfunctions.
6. Skill in the repair and maintenance of fuel systems, electrical systems, hydraulic systems, pneumatic systems, and brake systems.
7. Skill in welding and parts fabrication.
8. Skill in the operation of job related tools and equipment.
9. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Lead Mechanic assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include county policies and procedures; local, state, and federal regulations; and vehicle and equipment operations and repair manuals.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related mechanical repair duties. The wide variety of equipment to be maintained contributes to the complexity of the position.
- The purpose of this position is to participate in the repair and maintenance of the county's vehicle fleet. Success in this position provides safe and well maintained vehicles for county operations.

## CONTACTS

- Contacts are typically with co-workers, vendors and other county employees.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, garage, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

## ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Possession of State of Georgia issued valid Class B CDL Driver's License within 90 days of being hired or promoted into this position.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.