



<b>City of Klamath Falls</b>	<b>Position Description</b>
Position: Fleet Vehicle Mechanic	Group: AFSCME
Department: Public Works/Streets and Equipment	FLSA: Non-exempt/Represented
Evaluated by: Streets and Equipment Manager	Salary Grade: 118

**Summary**

Under the supervision of the Streets and Equipment Manager, the Fleet Vehicle Mechanic is a non-exempt, AFSCME represented position under FLSA. Under direction of the Streets and Equipment Manager, performs highly skilled mechanical work in the maintenance and repair of all types of vehicles and equipment used by the City. This position is subject to be called for duty and may be used in an emergency to fill in where needed. The Fleet Vehicle Mechanic performs other related duties as assigned. This is a non-supervisory position.

**Distinguishing Career Features**

The Fleet Vehicle Mechanic assists the Streets and Equipment Manager in administering the overall operations of the City’s Fleet in accordance with established mission and goals. The Fleet Vehicle Mechanic must possess and utilize on the job, a set of tools extensive enough to adequately perform the duties of a professional mechanic.

**Essential Duties and Responsibilities**

- Tracks vehicle and equipment schedules, recommends, and performs preventative maintenance, service, tune-up, maintenance and repair to City vehicles and equipment, utilizing inside and outside resources (vendors, and other repair facilities). Repairs and maintenance are not limited to City Fleet and Equipment; on occasion other Government agencies utilize City Fleet Maintenance Services.
- Determines mechanical malfunctions. Performs repairs and general overhaul work on various cars, trucks, tractors, sweepers, small engines, snow removal equipment, heavy/light equipment and emergency vehicles used in the City. Including Emergency field assistance (radio calls).
- Performs electrical diagnostics/repair, two-way radio diagnostic/repair/installations and custom electrical installations.
- Performs maintenance and repairs to potential bio-hazard contaminated vehicles (Wastewater and Police).

- Orders parts required for maintenance and repair of vehicles and equipment.
- Maintains, creates and monitors complex variety of inventory data for Fleet Management utilizing the City Supported Software program (creating and processing Fleet work orders) and Microsoft Window excel program.
- Maintains service and repair records of all vehicles and equipment.
- Inventory control, monitoring and adjusting needs of onsite repair parts, filters, lubricants, automotive shop related chemicals and general supplies related to Fleet Maintenance operations.
- Fabricates, welds, cuts metal and performs minor body repair and painting.
- Must be able to work any shift or hours assigned, including overtime, weekends, on call periods, and holidays, as assigned.
- Performs other related duties as assigned.

**Qualifications**

▪ **Knowledge and Skills**

Knowledge of procedures to repair and perform maintenance on vehicles and equipment; materials and methods used in the maintenance of tools, equipment, methods and materials used. Skill in use of hand tools and power-driven tools. Knowledge and skills to operate various types of heavy and light equipment; the methods, practices, and tools used including but not limited to the diagnostic equipment currently in use, in the repair and maintenance of motor vehicles and light to heavy equipment; determine mechanical malfunctions; perform repairs and general overhaul work on cars, trucks, tractors, sweepers, small engines and other equipment used in the City; discover and correct electrical defects in cars, trucks and equipment. Knowledge of the hazards and safety precautions of the trade. Skills to interact with public and City employees on a professional and courteous basis.

▪ **Abilities**

Read and interpret documents in the English language, such as safety rules, operating and maintenance instructions, and procedure manuals; write, in English, routine reports and correspondence; add, subtract, multiply, and divide in all unites of measure, using whole numbers, common fractions, and decimals; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization; and deal with problems involving several concrete variables in standardized situations. Learn and use basic computer systems for word processing, spreadsheet, data base programs and similar. Must be able to work any shift or hours assigned, including overtime, weekends, on-call periods, and holidays, as directed.

- **Physical Abilities**

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 qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to lift and/or move up to 100 pounds, stand and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch or crawl; and talk and hear. The employee must occasionally sit, climb or balance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

- **Education and Experience**

High school diploma or general education degree (GED) and graduation from a trade school, with courses in shop and mechanics; a minimum of two current ASE (Automotive Service Excellence) certifications related to the complete repair light and heavy vehicles and equipment; three (3) years of experience as a mechanic; or the equivalent combination of education, training and experience.

- **Licenses and Certificates**

Must possess and maintain a valid Oregon Driver's License within thirty (30) days of hire and obtain and maintain a Class B Oregon Commercial Driver's License with air brake endorsement within six (6) months of appointment. Must have current medical examiner certification.

Desired:

Possession of additional ASE Certifications, or the ability to obtain ASE certifications appropriate to complete the repair and maintenance of light and heavy vehicles and equipment and or Technical school equivalence. Ability to use and operate various pieces of equipment utilized in the City. First Aid and CPR certification.

- **Preemployment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen and a fit-for-duty exam. Must possess and utilize on the job, a set of tools extensive enough to adequately perform the duties of a professional mechanic.

- **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee continually works near moving mechanical parts and is frequently exposed to dirt, dust, fumes or airborne particles, machinery vibrations, traffic hazards and toxic or caustic chemicals, biohazards (fecal, blood, urine, vomit). An employee in this position must withstand exposure to variable weather conditions, wet, cold, heat and wind. The noise level in the work environment is usually moderate to loud.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.