



respect - Communication - Integrity - Teamwork - family

City of Klamath Falls, Oregon Job Description

FLEET MECHANIC

DEPARTMENT/DIVISION: Public Works/Streets and Equipment

GRADE: 7

GROUP: AFSCME

FLSA STATUS: Non Exempt

EFFECTIVE DATE: July 1, 2016

SUMMARY

This is highly skilled mechanical work in the maintenance and repair of all types of vehicles and equipment used in the Public Works Department of the City. The Mechanic works under the specific supervision of the Street & Equipment Manager. An employee in this position is subject to call for duty at all times and may be used in an emergency to fill in where needed. Performs related duties as assigned.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

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, and 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 (sewer 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 metals and performs minor body repair and painting.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATION REQUIREMENTS

Education and/pr 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.

Must possess and utilize on the job, a set of tools extensive enough to adequately perform the duties of a professional mechanic.

Certificates/Licenses:

Must possess and maintain valid Oregon Commercial Driver's License (Minimum class B, with air brake endorsement) within six months of employment. Must have a 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.

PRE-EMPLOYMENT:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and physical.

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

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; the hazards and safety precautions of the trade.

Skill in:

Determining mechanical malfunctions; performing repairs and general overhaul work on cars, trucks, tractors, sweepers, small engines and other equipment used in the City; discovering and correcting electrical defects in cars, trucks and equipment.

Ability to:

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; effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several variables in varying situations.

PHYSICAL DEMANDS

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 required, on a frequent to continuous basis, to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance, and talk or hear.

The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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, bio-hazards (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, 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.

