

FLEET MECHANIC

General Definition of Work:

Performs intermediate skilled work maintaining and repairing a variety of automotive and grounds maintenance equipment. Work is performed under the regular supervision of the Fleet Maintenance Supervisor. Limited supervision may be exercised over Mechanics and helpers.

Essential Functions/Typical Tasks:

Maintaining and repairing automotive and grounds maintenance equipment; troubleshooting problems; maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Performs scheduled preventive maintenance service and diagnoses problems.
- Repairs engines, hydraulic pumps, hoses, rams, valve bodies and controls, brake systems.
- Checks oil and fluid levels, changes oil and filters; checks cooling system, belts, hoses, fans, exhaust system, etc.
- Troubleshoots problems and makes all necessary repairs to vehicles and equipment.
- Changes, repairs and replaces tires and brakes; rotates and balances tires.
- Tunes motors using standard testing equipment; replaces fuel and water pumps.
- Does electrical work on equipment, such as diagnosing electrical shorts, installing batteries and terminals, repairing and adjusting lights, and repairing generators and starters.
- Installs radios, sirens, light bars, cages, roll bars and other equipment.
- Performs minor body work and repairs.
- Performs State inspections.
- Assists and participates in receiving, counting, and tracking inventory.
- Records completed work in electronic work order reports.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the methods, tools and equipment used in the repair and maintenance of automotive passenger cars, trucks, construction and maintenance equipment; thorough knowledge of necessary safety precautions; skill in the use and operation of tools and machinery used in automotive repair work; basic computer skills with ability to learn to use computer based work order system; ability to detect by inspection worn or broken parts; ability to keep records of repairs and service operations and to prepare reports; ability to adapt available tools and parts to specific repair problems; ability to follow oral and written instructions accurately; ability to lift heavy objects; ability to establish and maintain effective working relationships with associates.

Education and Experience:

Requires graduation from high school and considerable experience in repairing automotive and power driven equipment including some hydraulic and diesel experience. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions and oils.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. May require possession of a commercial driver's valid in the state of North Carolina. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy. Possession of NCSI certification. Possession of air conditioning recovery and recycling certification. Some overtime and after hours work is required.