

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Fleet Mechanic I		
<b>Job Code:</b>	ST5140	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	504	<b>Date Created:</b>	06/24/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### **GENERAL SUMMARY**

Performs, diagnosis, and repairs on City mechanical/motorized equipment, including police and fire vehicles, lawn and garden equipment, and other specialized equipment. Completes a variety of skilled and semi-skilled automotive and equipment repair tasks.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Maintains, inspects, repairs and replaces worn or broken equipment and vehicle parts. Performs regular preventative maintenance tasks and diagnostic tests as appropriate.
2. Performs repair work on engine systems; performs work on hydraulic systems, alternators, starters, motors, and transmissions. Works on air conditioning, heating, and electrical systems.
3. Repairs or modifies specialized equipment, such as fire truck pump assemblies. Repairs and rebuilds fire nozzles. Monitors pistons, intakes and valves. Tests and repairs fire hoses.
4. Completes assigned golf course maintenance and repair duties. Performs required maintenance and mechanical repairs for tee mowers, greens mowers, fairway aerators and sod cutters. Maintains golf carts and other related golf course equipment. Assists in mowing greens, sodding, fertilizing and related tasks.
5. Tests, repairs and maintains fire vehicles. Outfits vehicles with specialized fire equipment, signage and emergency vehicle lighting. Ensures working order of Compressed Air Foam System and cleans and greases aerial ladders. Fabricates specialized brackets, mounts and other equipment.
6. Performs maintenance tasks on equipment and vehicles. Lubricates vehicle parts and changes motor vehicle oil. Inspects and adjusts fluid levels of batteries, transmissions and fuel tanks. Adjusts and replaces fan belts, water hoses, batteries and cables. Inspects condition of tires, lights, horns and other safety related devices.
7. Completes paperwork necessary for recording all repairs and service history of vehicles.
8. Test-drives and delivers vehicles as necessary.
9. Performs other duties as required.

10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Repair principles, practices, and techniques for autos and a variety of equipment.
  - Tools and fluids used in mechanical repair and servicing of vehicles and equipment.
  - Methods and techniques for lubricating automobile and equipment parts.
  - Systems and components of equipment and vehicles, including engine and mechanical operations.
  - Golf course equipment and maintenance functions, if applicable.
  - Fire equipment apparatus, if applicable.
  - Safety procedures and practices.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Computer and program software.
- **Skill in:**
  - Monitoring assigned activities.
  - Operating assigned equipment.
  - Time management and prioritization.
- **Ability to:**
  - Diagnose, repair, and maintain electrical and mechanical equipment/vehicles.
  - Operate a variety of equipment related to the performance of equipment services.
  - Maintain a variety of shop and repair records.
  - Follow both written and oral instructions.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships.
  - Use vehicle repair and preventative maintenance check list.

## **QUALIFICATIONS**

### **Minimum:**

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

High school diploma/GED and no previous experience required.

### **OTHER REQUIREMENTS**

Valid Texas driver's license.

Valid Texas Class "A" or "B" operator's license, if applicable.

### **Special Requirement:**

Possession of, or ability to obtain mechanic hand tools of type and quantities sufficient to perform with efficiency all required repair duties.

### **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 individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

### **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 individuals with disabilities to perform the essential functions.*

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.