

## **Fleet Operations Mechanic I**

### **Nature of Work**

This is semi - skilled mechanical work performing activities associated with the repair and routine maintenance of a variety of fleet vehicles and machinery used for fleet operations including emergency response law enforcement vehicles. Incumbents perform routine preventive maintenance, safety inspections and repair work on all fleet vehicles no longer under warranty. Additional activities include assisting with the diagnoses of vehicle components and/or equipment malfunctions, performing minor body work and welding and fabricating parts when required. Job duties require knowledge and experience in vehicle repair and maintenance, hydraulics, welding, air conditioning repair and metal fabrication and sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions. Job performance is evaluated by the Fleet Operations Manager and/or Fleet Operations Assistant Manager through review of daily repair work and preventive maintenance activities, accuracy of job related information related to the procurement and purchase of parts and equipment, diagnostic capabilities and quality of the repair work performed.

### **Illustrative Examples of Work**

- Assists with performing minor repair work and preventive maintenance activities on fleet vehicles, emergency response vehicles and law enforcement vehicles and equipment.
- Assists with troubleshooting and diagnosing equipment malfunctions to determine needed repairs.
- Assists with rebuilding and/or repairing electrical, cooling, suspension, and braking components and systems.
- Assists with repairing and/or replacing heating and air-conditioning systems and components.
- Performs minor bodywork and paints fleet vehicles when required.
- Travels various locations to perform minor repairs and/or tow damaged vehicle to the shop.
- Assists with the repair and/or rebuilding of automatic and manual transmissions.
- Assists with the repair and/or replacement of drive train and steering system components.
- Repairs specialized equipment and components on emergency response and law enforcement vehicles.
- Operates a variety of tools and equipment such as hand tools, jacks, chain hoists, air wrenches, grease racks, low boys, arc welders, cutting torches, drill presses, lathes, milling machines and grinders.
- Performs routine oil changes, tire repairs, fluid checks, etc.
- Welds and fabricates metal parts and components when necessary to repair vehicles and equipment.
- Conducts safety and preventive maintenance inspections on fleet vehicles, trucks and other equipment to insure they are in proper working order.
- Keeps the tools and equipment clean, properly stored and in good working order.
- Assists with checking vehicles, machinery and equipment to make sure required repair work was performed correctly.

- Assists with operating diagnostic equipment to determine needed repairs and computer balancing equipment to balance tires.
- Assists with recovering air conditioning coolants prior to repairing air conditioning systems.
- Cleans and maintains the shop to comply with required safety regulations.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited high school supplemented with additional course work in vehicle maintenance and mechanics; experience in diagnosing and performing repair work and preventive maintenance on fleet vehicles; ability to weld and fabricate metals; sufficient physical strength to perform the physically demanding aspects of the job in a variety of weather conditions; or any equivalent combination of education and experience to provide the following critical knowledge, abilities and skills:

- Knowledge of fleet vehicle maintenance and mechanics including engine and drive train components, suspension systems, fuel/exhaust systems, electrical systems, alignment/body work, brake systems and wheel/tire maintenance.
- Knowledge of the Tennessee Department of Transportation safety rules and regulations.
- Knowledge of OSHA regulations and guidelines pertaining to fleet maintenance and repair operations.
- Knowledge of welding various types of metals including the use of cutting torches, arc welders, stick welders and wire welders.
- Knowledge of routine preventive maintenance activities associated with sanitation trucks and mowing equipment.
- Knowledge of hydraulic systems and components.
- Knowledge of automotive heating and air conditioning systems and components.
- Knowledge of safety precautions associated with fleet vehicle repair and maintenance.
- Knowledge of record keeping procedures pertaining to safety inspections, mileage logs and inventory.
- Knowledge of procurement and purchasing guidelines and regulations for Sevier County.
- Ability to prioritize daily, weekly and monthly activities to insure the efficient operation of the repair shop.
- Ability to make timely and appropriate job related decisions in a consistent manner.
- Ability to read and interpret manuals and schematics utilized for repair work.
- Ability to troubleshoot and diagnose equipment and vehicle component malfunctions and perform needed repairs.
- Ability to follow instructions and communicate effectively with the public and co-workers.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Skill in the use of power tools, hand tools and automotive diagnostic equipment.
- Skill in the use of automotive shop equipment including low boys, grease racks, hoists, drill presses, etc.
- Skill in the use of welding equipment and fabricating metal parts and components.
- Skill in the operation of motor vehicles, emergency response and law enforcement vehicles and equipment.

### **Necessary Special Requirement**

-Possession of valid Tennessee Commercial driver's license, Class B and the ability to be insured at standard vehicle liability rates.

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