

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Fleet Mechanic II		
<b>Job Code:</b>	ST5150	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	508	<b>Date Reviewed:</b>	06/24/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs repairs involving automobiles, trucks and heavy equipment. Diagnoses and repairs City equipment, including police and fire vehicles and related electrical components. Repairs lawn and garden equipment. Provides recordkeeping activities and tracks inventory.

### 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, vehicles and truck parts. Performs regular preventative maintenance tasks and diagnostic tests. Provides mechanical knowledge in the repair of fire trucks, dump trucks and related construction and safety equipment.
2. Performs repair work and rebuilds gasoline or diesel engine systems. Repair, adjusts, and rebuilds hydraulic systems, transmissions, and starters, drivelines, suspensions and steering alignments. Works on air conditioning, heating and electrical systems.
3. Installs and repairs secondary equipment mounted upon vehicles, trucks and trailers, which includes dump bodies, aerial lifts, street flushers and other peripheral devices. Installs computers, two-way radios, portable radio and flashlight chargers. Installs other electrical systems such as Q2 siren, light bars and warning lights.
4. Designs, modifies, fabricates and installs emergency lighting systems and special equipment (e.g. sirens, strobe lights, light-bars, mobile data computers (MDCs), in-car video systems, dash mounted radars, radios, radio antennas, etc.) for police and fire vehicles and trucks.
5. Welds, fabricates and assembles parts and equipment of city vehicles, trucks and heavy equipment. Fabricates, modifies and repairs body and chassis parts. Welds, brazes, solders and cuts steel, stainless steel and aluminum by torch and welder.
6. Performs preventative maintenance on special equipment including lubricating and replacing worn parts.
7. Repairs and replaces components including generators, distributors, relays, lights, switches, high voltage light systems and other special add-on equipment. Repairs, adjusts and replaces brake systems including wheel cylinders, hydraulic brakes and air brakes.

8. Performs required lawn and garden maintenance and mechanical repairs for tree mowers, greens mowers, fairway aerifiers, sod cutters and tractors. Completes paperwork necessary for recording all repairs and service history of vehicles.
9. Drives all types of City vehicles needed for testing, field service, deliveries or special events.
10. Assists lower level Equipment Services Mechanics with complex projects. Provides technical lead and trains lower level staff.
11. Diagnoses and performs repairs in the field when necessary. Participates in inventory control and in processing of vehicles and trucks. Recommends materials and supplies for purchase.
12. Performs other duties as required.
13. 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:**
  - National Fire Protection Association (NFPA) 1932 standard.
  - Repair principles, practices, and techniques for automobiles, trucks, and heavy equipment.
  - Operational characteristics of various equipment and tools used in the overhaul, repair, and adjustment of gas and diesel powered equipment.
  - Procedures of preventative maintenance related to automotive and heavy equipment.
  - Principles and procedures of hydraulic systems.
  - Methods, materials, equipment and tools used in routine welding and fabrication work.
  - Various diesel and gasoline engines.
  - Operating procedures of machine shop equipment.
  - Tools and fluids used in mechanical repair and servicing of vehicles and equipment.
  - Methods and techniques for lubricating automobile and equipment parts.
  - Golf course equipment and maintenance functions, if applicable.
  - Occupational hazards and standard safety practices necessary in the area of work assigned.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Computers and work related software.
- **Skill in:**
  - Making observations.
  - Operating assigned equipment.
  - Making decisions.
  - Prioritizing work activities.
  - Time Management.
  - Monitoring operations.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing
- Diagnose, repair, and maintain electrical and mechanical equipment/vehicles.
- Accurately determine mechanical repair needs and estimate cost and time of repairs.
- Read and understand manuals, blueprints, and schematics.
- Follow both written and oral instructions.
- Drive city vehicles, trucks, and other equipment.
- Maintain a variety of shop and repair records.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

HS Diploma/GED with additional specialized training in automotive/mechanical repair and two years' experience in automotive/truck, construction equipment repair.

## **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.