

FLEET MECHANIC (I, II, III, SENIOR, MASTER)

General Statement of Duties

Performs skilled technical work on a variety of automotive, light and heavy equipment in the town's garage.

Distinguishing Features of the Class

An employee in this class performs mechanical, electrical, and hydraulic work maintaining and repairing both gasoline and diesel powered equipment. The work requires operation of various test equipment and hand tools in order to perform work activities. Work is performed under the regular supervision of the Fleet Maintenance Supervisor and is evaluated through observation, adherence to safety standards, and inspection of work completed.

Illustrative Examples of Work

Proficient with the use of Equipment Services, Fleet Management Software.

Inspect, diagnose and locate mechanical difficulties on town's automobiles, trucks and a variety of gasoline and/or diesel powered maintenance and construction equipment.

Diagnose and repair front and rear drive axles, drive train components, belts, gears, chain drives and propeller shafts; replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment.

Perform skilled mechanic duties involving repairs to gasoline and diesel powered automotive, heavy and light construction and other power-driven equipment.

Diagnose, maintain and repair electrical and electronic systems components, ignition systems, computers, alternators, high voltage power generators, starters and batteries; diagnose, maintain, repair and recondition hydraulic systems

Repair and replace components including generators, instrumentation, relays, lights, switches and high voltage light systems; repair, adjust and replace brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors, hydraulic and air brakes components.

Diagnoses and repairs air conditioning and heating problems.

Perform preventative maintenance and repair work to automotive, heavy, and light construction equipment.

Maintain and repair shop equipment including hoists, grinders, welders, compressors, steam cleaners and presses.

Operate miscellaneous shop equipment including hoists, grinders, welders, compressors, steam cleaners, hydraulic press and additional shop machines.

Fabricates replacement parts for repairs.

Perform on and off-site service calls.

Clean and maintain maintenance workshop and shop vehicles.

Retrieve, collect and distribute vehicle parts.

Repair chain saws, weed eaters, trimmers, blowers and pressure washers

Other important duties and responsibilities

Maintain and repair shop equipment.

Ensure the adherence to safe work practices and procedures.

Assist in the purchasing of equipment maintenance parts and materials.

Proficient in utilizing numerous programming & diagnostic PC software and the use of manufactures diagnostic equipment.

Perform OBD II equipment inspections on vehicles equipped with On-Board Diagnostics (OBD) technology. Determine whether there is a malfunction in the components that control exhaust/emissions through utilizing the vehicle and the inspection equipment computer systems.

Overhaul and/or repair of engines, transmissions, drive train components; and the repair of gasoline and diesel fuel injection.

Trouble-shooting and overhauling of hydraulic, pneumatic, and electronic control systems and the design and install and/or repair hydraulic systems, hydraulic pneumatic and electronic control systems

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Provide welding, engineering solutions, fabrication of parts for town's automotive and heavy equipment fleet. Fabricate, modify and repair structural metal components by using, Shielded Metal-Arc Welding, Gas Metal-Arc Welding, Braze and Solder. In addition, Plasma-Arc and/or flame cutting of various metals alloys.

Knowledge, Skills, and Abilities

Work requires considerable knowledge of the techniques, tools and methods employed in the repair and maintenance of gasoline and diesel engines.

Work requires considerable knowledge of general automotive repair such as brakes, electrical, tune-ups, etc.

Work requires considerable knowledge of electrical, hydraulic, vacuum, and brake systems.

Work requires considerable knowledge of the greasing and lubrication requirements of vehicles and equipment.

Work requires general knowledge of the occupational hazards and related safety precautions surrounding mechanical work.

Worker must be skilled in diagnosing mechanical problems and detecting worn or broken parts.

Worker must be skilled in the use of mechanical tools and equipment employed in repair and service work.

Worker must be skilled in driving a variety of motorized vehicles and equipment.

Worker must have the ability to understand and follow written and oral instructions, including service manuals.

Request, collect, comprehend, evaluate, and apply oral and written information gathered from customers, associates, and supervisors regarding symptoms and potential solutions to problems.

Employee must have the ability to maintain effective working relationships.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, make visual inspections of small defects or parts, and use measurement devices.

The worker is required to have visual acuity to operate machines such as lathes, drill presses, etc. where the seeing job is at or within arm's reach.

The worker is required to have visual acuity to perform mechanical or skilled trades' tasks of a non-repetitive nature.

The worker is subject to both inside and outside environmental conditions, extreme cold and heat, noise, vibration, and hazards such as proximity to moving mechanical parts, electrical current, or exposure to chemicals.

The worker is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

The worker is subject to air and/or skin exposure to oils and other cutting fluids.

The worker frequently is in close quarters and other areas which could cause claustrophobia.

The worker is required to function in narrow aisles.

The worker may come in contact with potentially infectious bodily fluids during the performance of his/her duties.

Desirable Education and Experience

High school diploma with formal specialized training in automotive and/or diesel mechanics. Two years of experience in mechanical work, or an equivalent combination of education and experience.

Special Requirements

North Carolina Class B commercial driver's license with clearance and without restriction in the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse to immediately perform FMCSA Safety Sensitive duties as a DOT regulated Driver under 49 CFR parts 382 & 391.

NC ODB and Vehicle Safety Inspector Certification

EPA 609 Air conditioning/recycling certification

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Non-Exempt

2022

Minimum Qualifications for Promotion

The purpose of this section is to provide employees a guide for future advancement within the structure of the Central Maintenance Division of the Public Services Department. This plan allows for employee advancement through skill development, educational attainment, job proficiency, and acceptable performance.

Classification	Criteria
Fleet Mechanic I	Experience Requirement – Entry Level: Must have basic vehicle maintenance knowledge. Continued employment is contingent upon successful completion of a six-month probationary period.
	Required Certifications within 6 months of hire (Must be maintained) – Commercial Driver’s License and EPA609 Certification
	Required Certification within 1 year of hire (Must be maintained) – NC ODB and Vehicle Safety Inspector Certification
	Additional and Supplementary Requirements: Acceptable job performance will include: <ul style="list-style-type: none"> • Displays willingness and ability to support the values and goals of the department. • Displays knowledge and proficiency with regards to incidents and mitigation. • Displays knowledge and proficiency in the use, maintenance and checks of all assigned equipment and facilities. • Displays willingness to participate in departmental and Town-wide programs to establish and maintain strength, endurance, and general wellness. • Displays willingness and ability to produce accurate reports and written documentation. • Displays willingness and the ability to read and understand technical materials. • Displays willingness and ability to understand and follow oral and written instructions.
Fleet Mechanic II	Experience Requirement - Must have two years’ experience in the vehicle maintenance field. Note: Education (directly related to vehicle maintenance) may be reviewed and experience time granted, as approved by the Department Head.
	Required Certifications within 6 months of hire (Must be maintained) – Commercial Driver’s License and EPA609 Certification

	Required Certification within 1 year of hire (Must be maintained) – NC ODB and Vehicle Safety Inspector Certification
	Additional and Supplementary Requirements (in addition to previous career ladder positions) Acceptable job performance will include: <ul style="list-style-type: none"> • Ability to make independent decisions regarding the most appropriate, efficient, and effective repairs. • Ability to prioritize task and workload in order to minimize equipment downtime. • Assist in providing a safe and clean work environment for other Technicians.
Fleet Mechanic III	Experience Requirement - Must have five years' experience in the vehicle maintenance field. Note: Education (directly related to vehicle maintenance) may be reviewed and experience time granted, as approved by the Department Head.
	Required Certifications - Commercial Driver's License and EPA609 Certification, NC ODB and Vehicle Safety Inspector Certification
	Additional and Supplementary Requirements Same as Technician I and Technician II:
Senior Mechanic	Time in Lower Grade - Must have five years' experience in the vehicle maintenance field. Note: Education (directly related to vehicle maintenance) may be reviewed and experience time granted, as approved by the Department Head.
	Required Certifications (Must be maintained) –3 ASE Certification in light or heavy equipment, EPA609, Commercial Driver's License and NC ODB and Vehicle Safety Inspector Certification
	Additional and Supplementary Requirements (in addition to requirements of previous career ladder positions) <ul style="list-style-type: none"> • Serve as a mentor for other Technicians.
Master Mechanic	Experience Requirement - Must have ten years' experience in the vehicle maintenance field, five years of service must be with the Town of

	Kernersville. Note: Education (directly related to vehicle maintenance) may be reviewed and experience time granted, as approved by the Department Head.
	Required Certifications (Must be maintained) – Master ASE Certification in light or heavy equipment, EPA609, Commercial Driver’s License and NC ODB and Vehicle Safety Inspector Certification
	Additional and Supplementary Requirements (in addition to requirements of previous career ladder positions) Acceptable job performance will include: <ul style="list-style-type: none">• Ability to supervise operations in the absence of the Fleet Services Supervisor.• Serve as the senior advisor and mentor to all other Technicians and Parts Clerk.