



City of Commerce

FLEET MECHANIC

Department: **Transportation**
Revised Date: **August 2009**

Class Code: **1320**
FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, maintains and repairs City transit vehicles, in accordance with all safety regulations and procedures.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Maintains and repairs City transit vehicles, in accordance with all safety regulations and procedures; reviews status of vehicles, performs safety inspections, and recommends equipment replacement and major repair options.
- Inspects and diagnoses mechanical, hydraulic and electrical problems on diesel and gasoline vehicles; determines extent of necessary repairs, and prioritizes work; uses technical manuals and computer equipment to diagnose and correct vehicle problems and faults.
- Performs vehicle repairs, including repairing mechanical, hydraulic and electrical systems, transmissions, engines and components; performs minor body repairs.
- Performs preventive maintenance inspections of vehicles, and performs mechanical repairs within scope of experience; notifies supervisor of repair problems beyond the scope of authority.
- Maintains records and logs of services performed, time and material costs, and general vehicle information.
- Orders parts as needed; maintains supplies and parts inventory.
- Controls work site to assure that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition; assures that lubricants and chemicals are disposed of in accordance with all safety regulations and procedures.
- Transports equipment from the field to the repair shop facility; performs emergency repairs in the field as required; identifies and reports vehicle problems requiring additional maintenance and repair.
- Reports unsafe acts, accidents and injuries; responds to emergencies as needed.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED equivalent; AND three year's work experience in the maintenance and repair of vehicles.

Required Licenses or Certifications:

- Must possess a valid California Commercial Driver's License; specific endorsements may be required; certifications from National Institute for Automotive Service Excellence (ASE) are preferred.

JOB DESCRIPTION

Fleet Mechanic

Required Knowledge of:

- City policies and procedures.
- Federal, state and regional public transportation regulations and safety standards, including drug and alcohol testing guidelines and training standards for Commercial Driver's License.
- Principles and methods of preventive maintenance program.
- Methods, tools and equipment used in the repair of vehicles.
- City safety rules and regulations, occupational hazards and safety precautions.
- Safety practices in a workshop environment.
- Maintenance and repair procedures for diesel and gasoline vehicles.

Required Skill in:

- Safe and effective repair and maintenance of vehicles according to City standards.
- Inspecting, diagnosing and repairing mechanical, brake, fuel and electrical problems in a wide variety of vehicles.
- Performing computerized diagnostic tests on vehicle components and equipment.
- Reading and interpreting technical manuals and specifications.
- Maintaining vehicles and equipment according to standard operating and safety procedures.
- Safe use of power and hand tools, and chemicals, lubricants and cleaning compounds.
- Maintaining accurate service records.
- Following safe work practices.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is performed in repair and maintenance facilities; moderate physical demands; strength sufficient to lift and move items weighing up to fifty (50) pounds; may be exposed to safety hazards and dangerous tools and equipment; requires vision capacity to perform fine calibrations and differentiate between colored wires.
- This is a safety sensitive position subject to drug and alcohol testing according to City policy and FTA regulations.