



CODE: 53201
UNIT: BLUE COLLAR
GRADE: 9
FLSA: Non-Exempt

CLASSIFICATION TITLE

FLEET AND HEAVY EQUIPMENT MECHANIC I

SUMMARY

Repairs and maintains light, medium and heavy vehicles and equipment.

REPORTS TO: Operations Supervisor

MINIMUM REQUIREMENTS

Four years of skilled automotive or equipment (mechanical and electrical) repair experience;

OR

At least two (2) Automotive Service Excellence (ASE) certificates

High School diploma or GED.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

PREFERRED QUALIFICATIONS

Arizona Dept. of Environmental Quality (ADEQ) emissions certification, Electrical and air conditioning services ASE certificate desirable.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

Lift Test required (At employee's expense).

Commercial Driver's License (CDL), with Air Brake, endorsement within 10 days of hire.

Must not have accrued eight points against Driver's License within the past two years.

Arizona Dept. of Transportation (ADOT) Medical Certificate *and* ADEQ emissions (non-diesel and diesel) testing certificate required within 180 days of hire.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Troubleshoots, maintains and repairs non-diesel or diesel powered vehicles or equipment. This includes vehicle components such as brakes, transmissions, tires, engines, and vehicle systems such as electrical, air and cooling systems.

Determines method of repair and materials needed, within established expenditure limits and industry guidelines.

Performs emergency road calls on vehicles or equipment needing mechanical or electrical repair.

Performs safety and service inspection of vehicles or equipment. Ensures unsafe vehicles or equipment are not released for use.

Fabricates parts and makes adjustments with welder and gas torches.

Performs preventive maintenance on vehicles or equipment.

Performs air conditioning testing and repairs.

Finalizes work order forms to include time and materials used for each repair. Initiates time tickets, verifying labor hours spent making adjustments and/or repairs.

MARGINAL FUNCTIONS

Performs emission testing of vehicles in accordance with Arizona Department of Environmental Quality testing guidelines. Maintains inspection and testing records.

Assists as required in the Arizona state school bus inspection process.

MENTAL TASKS

Communication. Ability to perform functions from written, graphic and oral instructions. Ability to read and comprehend auto repair manuals.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching and sitting for considerable periods of time may be required as a normal part of the job. Employees may have minor restrictions of motion; however, the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Operates standard and automatic transmission motor vehicles and power driven machinery. Operates foot controls simultaneously. Uses hand tools to make repairs. Requires wearing protective, specialized equipment. Uses office equipment such as telephone, copier and may be assigned to computer use.

WORKING CONDITIONS

Predominantly indoor. Garage environment. Exposure to noise, gas, fumes, dust, solvents and combustible chemicals. Contact with other employees and the public. Exposure to all weather conditions/temperatures. May work in small cramped areas. Outdoor and off-site.

CONTROL, SUPERVISION

None.

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REVIEW DATE: 8/92, 1/99

Revised 1/99, 2/00, 6/04, 3/05, 6/12, 3/14

Title Change: 6/12