***Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management reserves the right to add, modify, change or rescind the work assignments or to make reasonable accommodations so that qualified employees can perform the essential functions of the job*.**

|  |
| --- |
| *SUMMARY* |

Under the direct supervision of the Fleet Superintendent, the Master Fleet Mechanic performs a variety of skilled mechanical maintenance and repair to gasoline and diesel-powered automotive vehicles, heavy equipment, emergency response vehicles, equipment including fixed plant equipment, tools, and the City’s fueling station. Challenges and problems inherent in this position include the diversity of equipment and vehicles maintained, the number of individuals and departments being served, and requirement to be capable of operating equipment and vehicles being maintained. The Master Fleet Mechanic is challenged to maintain knowledge of new technologies incorporated into maintenance and repair for vehicles and equipment. This employee should possess a strong mechanical and technical aptitude, and effective public relations and communication skills.

|  |
| --- |
| *ESSENTIAL FUNCTIONS* |

* Ensures compliance with City policies and procedures including all departmental and City Safety Policies and Protocols;
* Operates electronic automotive diagnostic and test equipment including, but not limited, to: OBD scan equipment, battery/charging system test equipment, brake system testing equipment, diesel/gasoline engine electronic test equipment for various diesel and gasoline engine manufacturers, electronic test equipment for automotive electrical systems including volt/amp meters, and other electronic testing equipment;
* Operates Computerized Fleet Analysis Program and various online diagnostic, vehicle, and equipment support sites;
* Navigation of computerized electronic parts and Service Manuals;
* Diagnoses, evaluates, recommends, and prioritizes repairs for City vehicles and equipment;
* Assists other department personnel with vehicle and equipment malfunction diagnoses;
* Performs work assignments independently to assist in all aspects of the maintenance, preventive maintenance, minor repairs, and major repairs and overhauls of City vehicles and equipment to provide quality service with minimal returns for additional service, utilizing supplies and parts efficiently;
* Electronically prepare work orders with complete information pertaining to repairs including user comments, mileage, vehicle or equipment number, parts and supplies used to accomplish repairs;
* Conduct an effective Preventive Maintenance Program;
* Effectively maintain and test equipment, apparatuses and vehicles;
* Performs maintenance & skilled repairs to a wide variety of city fleet vehicles, equipment & plant equipment including, but not limited to, engine replacements on both gasoline & diesel engines including fuel systems, cooling systems & components; automotive electrical systems & components; lighting systems & components; charging systems & components;
* Performs maintenance & skilled repairs to: pumping systems (hydraulic, water, pneumatic) & components; HVAC systems & components; brake systems including air brakes, hydraulic systems & components; suspension systems & components; wheels, hubs, bearings & components; axles & components; clutches, replacement of transmissions & components; automotive safety devices & components; accessories & components; structural repairs to body & components; other miscellaneous repairs;
* Make modifications within safety compliances to vehicles and equipment to meet the service needs of each City department;
* Make repairs to small engines including weed eaters, gas powered cutoff saws, chain saws, mowers, water pumps, generators and other small engine repairs;
* Responds to vehicle and equipment breakdowns and service calls;
* Maintain accurate records of repairs and parts on vehicle and equipment repairs;
* Operate various tools and equipment used in repairs to City vehicles and equipment;
* Maintains and repairs tools and fixed plant equipment including but not limited to: backup generators, bulk oil and fluids dispensing equipment, transmission flush machines, A/C recovery and recharge machines, hydraulic jacks, air compressors, hand tools and equipment, City’s fuel station and related components, wash bay and related components, and structural repairs to shop;
* Purchase parts, supplies and tools;
* Assist in inventory control of parts, supplies, tools and other equipment;
* Ensures a safe operation of the facility by keeping work areas safe, clean and organized;
* Provides courteous service to individuals and departments being served.

|  |
| --- |
| *MINIMUM QUALIFICATIONS* |

**EDUCATION:**

A High School Diploma or GED is required. Related technical degree or some college credit is preferred.

**EXPERIENCE:**

Minimum of 4 years of experience performing extensive diagnostic, maintenance and repair work of automotive and heavy equipment; must have basic proficiency with computers, communications radios and other office equipment. Must be able to read, understand, and interpret schematics, reports, and manuals.

**CERTIFICATIONS/LICENSE:**

Must possess or be able to obtain a Class B Commercial Driver’s License (C.D.L.) with air brake endorsement within 6 months of appointment. Underground Fuel Storage Tank A/B Certification and a minimum of 4 ASE Certifications preferred at time of appointment or be able to acquire within 12 months of appointment. Emergency Vehicle Technician (EVT) Certifications are preferred but not required.

**RESPONSE TIME:**

Applicants must be able to report to Public Works facility within 30 minutes for after-hours emergency calls.

**EQUIPMENT:**

Must have ability to use personally-owned hand tools for this position. Specialty tools and equipment will be supplied by City of Hutchinson.

|  |
| --- |
| *OTHER CHARACTERISTICS* |

**KNOWLEDGE OF:**

* Considerable knowledge of methods, tools, materials, parts, and equipment of the Automotive Mechanic trade, principles or operations of gasoline and diesel driven equipment and of mechanical repair methods applicable to medium to heavy trucks and construction equipment;
* Extensive knowledge of occupational hazards and proper safety precautions of the trade;
* Ability to understand and follow quickly and accurately oral and written instructions;
* Mechanical aptitude, dexterity, and physically able to meet the required labor demands;
* Strong understanding and working knowledge of mathematics and computers.

**SKILLED IN:**

* Use of hand and machine tools employed in automotive repair work, locating and repairing defects in automotive equipment.

**ABILITY TO:**

* Maintain knowledge of new technologies incorporated into maintenance and repair for vehicles and equipment.

|  |
| --- |
| *ENVIRONMENTAL CONDITIONS & PHYSICAL DEMANDS* |

**ENVIRONMENTAL CONDITIONS**   
Position is subject to noise and/or vibration while working in close proximity to moving mechanical parts, electrical current, fluids, solvents, fumes, odors, dusts, mists, gases, and poor ventilation. Work is performed inside and outside and at times will require working occasionally in extreme winter weather and adverse summer heat, humidity, and rain.

**PHYSICAL DEMANDS**

Must be able to perform heavy manual labor, including lifting heavy weights, stooping, bending and twisting. While performing the duties of this position, employees may exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.

Must be able to remain in a standing position for extended periods of time. Requires the ability to lift arms above shoulder level to install and remove overhead components. Ability to lift and carry bulky objects weighing up to 50 pounds (heavier objects with the assistance of another person). Manipulation of tools in areas of limited space is required. Must work safely without presenting direct threat to self and others. Ability to exert up to 100 pounds of pressure using tools that tighten, loosen, or cut. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.