



City of Tempe

FLEET EQUIPMENT MECHANIC

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	203	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$22.577885
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$30.480288
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fleet Equipment Mechanic
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Skilled Craft

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from supervisory or management staff.
 May exercise technical and functional direction to lower level equipment maintenance staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	One year of experience as a journey level automotive mechanic or completion of a recognized apprenticeship as an automotive mechanic.
<i>Education:</i>	Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of, or obtain within six months of hire, a valid Arizona Class A Commercial Driver's License (CDL), with a tanker endorsement N. ● Possession of, or obtain within six months of hire, an Arizona Department of Environmental Quality, vehicle emission inspectors license for diesel and non-diesel vehicles. ● Automotive Service Excellence (ASE) certification is preferred.
<i>Additional:</i>	Possession of a complete set of mechanic hand tools.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform skilled journey level mechanical work in the maintenance and repair of the variety of automobiles and related heavy

equipment that are part of Tempe's fleet. Some position(s) in this classification may be assigned to perform skilled journey level mechanical work on the motorcycles, ATV's, and boats.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Diagnose and repair and rebuild gasoline and diesel engines, generators, air compressors, auxiliary engines, heavy duty pumps and hydraulic systems.
- Fit and adjust bearings, valves, pumps and carburetors.
- Test, adjust and tune engines, fuel injection systems, fuel and oil pumps and governors.
- Repair and rebuild drive, axle/transaxle differentials and other assemblies on automobiles, buses, trucks, fire trucks and heavy equipment. If assigned to the motorcycle shop perform these duties on motorcycles, ATV's, and boats.
- Repair or rebuild air and hydraulic brake components, drums, discs and cylinders.
- Diagnose and repair air conditioning systems in vehicles.
- Remove, repair, rebuild and/or replace automatic and manual transmissions, transmission components, flywheels, clutches and differentials.
- Diagnose, service, adjust and repair hydraulic systems and power take offs on heavy equipment.
- Perform welding tasks for automotive maintenance and repair as well as fabrication.
- Diagnose and repair complex automotive and equipment electrical systems.
- Diagnose and repair computerized control systems for engines, transmissions, drivetrains, body systems, and any other vehicle related systems.
- Diagnose and repair vehicle cooling systems.
- Test drive vehicles to ensure all repairs and maintenance have been completed; transport vehicles in need of warranty repair to and from various dealerships; transport vehicles in need of repair to City Equipment Maintenance Shop.
- Perform all work in accordance with current manufacturer's specifications; comply with all safety procedures and OSHA standards; inform supervisor of safety hazards in the shop.
- Clean and properly store shop tools and equipment; turn in any broken or inoperative shop tools immediately; report any malfunctions of shop fixtures to supervisor.
- Maintain cleanliness of assigned work area.
- Maintain records of work performed.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 50 lbs.;
- Move heavy objects with forklift, dolly, etc. up to 1000 lbs.;
- Operate city vehicles;
- Operate city equipment (i.e. refuse trucks, backhoes, loaders, boats, mowers, etc.);
- Use power tools (i.e. cordless, electrical power tools, etc.);
- Use tools (i.e. hammers, wrenches, meters, scanners, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Traverse long distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work in confined areas;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids; etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Reviewed October 1994

Revised November 2001 (range adj due to market)

Revised August 2002 (added CDL requirement)

Revised July 2003 (added motorcycle assignment)

Revised October 2012 (added ASE Certification preferred)

Revised October 2013 (change job title)

Revised October 2015 (Modifications to Essential Functions)

Revised November 2016 (added physical and/or mental activities)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept)