



City of Tempe

SENIOR FLEET EQUIPMENT MECHANIC

| JOB CLASSIFICATION INFORMATION | | | | |
|--------------------------------|---------------------|---|---------------------------------|--------------------------|
| <i>Job Code:</i> | 245 | | <i>FLSA Status:</i> | Non-Exempt |
| <i>Department:</i> | Municipal Utilities | | <i>Salary / Hourly Minimum:</i> | \$50,570 |
| <i>Supervision Level:</i> | Non-Supervisor | | <i>Salary / Hourly Maximum:</i> | \$68,270 |
| <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 |
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| Receives general supervision supervisory or management staff. |
| Exercises technical and functional supervision over technical and maintenance staff. |

| MINIMUM QUALIFICATIONS | |
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| <i>Experience:</i> | Two years of experience as a journey level automotive and heavy equipment 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"> Requires the possession of, or obtain within six months of hire, a valid Arizona Class A Commercial Driver's License (CDL), with a tanker endorsement N. Requires the possession of, or obtain within six months, an Arizona Department of Environmental Quality, vehicle emission inspectors license for diesel and non-diesel vehicles. Requires the possession of, or obtain within six months, an appropriate certification in the proper use of R-134a refrigerant recovery and recycling equipment. Requires the possession of, or obtain within six months, an appropriate valid Arizona forklift operator's certificate. Automotive Service Excellence (ASE) certification is preferred. |
| <i>Special Requirements:</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 advanced journey level mechanical work in the maintenance and repair of a variety of automotive and related equipment; and to exercise technical and functional supervision of equipment mechanics and service workers performing scheduled preventative maintenance on City equipment.

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.
- Functionally supervise and instruct other mechanics and entry level service workers in the proper techniques of preventative maintenance or repair on all City owned fleet equipment; provide hands on mentoring to entry level mechanics on duty.
- Generate work orders, assign work duties and order parts for repairs on worn or damaged City equipment.
- Provide updates and information to customers regarding vehicle or equipment, availability, repair status, expected completion times, etc.
- Provide technical expertise to line level staff; assist and mentor other technicians on proper diagnosis and repair of city equipment.
- Provide technical expertise to management staff with recommendations for equipment replacement program, utilizing hands on shop and field experience.
- Coordinate battery replacement and warranty programs with local vendors, operates and maintains a unique battery recycling program.
- Assist parts room staff with monitoring, recording and managing Fleet Facilities fuel, coolant, oil and related lubrication inventories; maintain oil and coolant analysis program with contracted vendors.
- Research O.E.M. maintenance recommendations for wide variety of City owned fleet equipment; update new equipment data to Fleet software program and determine appropriate preventative maintenance timeline schedules.
- Manage oversight of preventative maintenance program.
- Diagnose and repair gasoline and diesel engines, generators, air compressors, auxiliary engines, heavy duty pumps and hydraulic systems.
- Test, adjust and tune engines, fuel injection systems, fuel and oil pumps and governors; fit and adjust bearings, valves, pumps and carburetors.

- Rebuild drive axle/transaxle differentials and other assemblies on automobiles, buses, trucks, fire trucks and heavy equipment; balance wheels and align front ends.
- Repair or rebuild air and hydraulic brake components, drums, discs and cylinders; service, diagnose, adjust and repair hydraulic systems and power take-offs on heavy equipment.
- Diagnose and repair air conditioning systems in vehicles.
- Remove, repair, and/or replace automatic and manual transmissions, transmission components, flywheels, clutches and differentials.
- Perform welding tasks for automotive maintenance and repair; weld, fabricate and machine parts and accessories.
- 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; operate and input information into a computer; generate work orders; update and maintain files.
- Assume responsibilities of shift supervisor as necessary.
- Act as quality control liaison with shift supervisor.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i> |
|-----------------------------|-----------------|--|
| 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:

JOB DESCRIPTION HISTORY

Effective February 1990

Revised March 1993

Revised August 2002 (added CDL requirement)

Revised November 2006 (change title, revise/add job duty statements, additional licenses)

Revised March 2011 (added ASE certification is preferred)

Revised August 2015 (update job duties, min quals –licenses)

Revised January 2017 (add physical/mental activities)

Revised April 2018 (update physical/mental activities)

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