



## **Job Description Example** *Fleet Mechanic*

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**Date:**

**Job Title:** Fleet Mechanic

**Reports to:** Manager – Fleet Service

**FLSA Status :** Non-exempt

**Purpose**

Perform maintenance, diagnosis, and repairs on cars, trucks, and off-road equipment in a safe, efficient, quality minded and customer focused manner. Perform maintenance and repair on aerial lift equipment to manufacturer's guidelines to maintain the safety and reliability of the unit.

**Key Result Areas**

- A. Perform repair work on vehicles such as breakdowns, malfunctions and emergency roadside repair in a safe, efficient, and quality manner. **(Degree of importance: High- 40% of job)**
  - 1. Perform operation test prior to repairs to verify complaint
  - 2. Diagnose cause of any malfunction and perform repairs to manufacturers specifications including engines, transmissions and clutches, suspension and steering, fuel and ignition (gas and diesel), electrical systems, brakes, and HVAC systems
  - 3. Follow paper-flow procedures including documenting correct mileage/hours, save and tag all warranty and core parts, document all repairs on work order using complaint, cause, and correction format, follow parts ordering/billing procedures.
  - 4. Perform final operational test on all vehicles to quality-check all repairs
  - 5. Ensure that customers vehicles are kept clean and washed after repair is completed

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B. Perform required inspections and preventive maintenance on vehicles and equipment to maximize the safety, productivity, and life of the unit.

**(Degree of importance: Average- 25% of job)**

1. Perform DOT inspections
2. Perform preventive maintenance on trucks such as fluid changes, lubrications, safety inspections, and brake repairs.
3. Perform preventive maintenance on off-road equipment such as lubrications, adjustments, cutting tip replacements, and safety inspections.
4. Examine vehicle to determine if any additional safety or repair work is needed.

C. Inspect, maintain and repair aerial lift equipment to maintain the safety and reliability of the unit.

**(Degree of importance: Average- 25% of job)**

1. Visually inspect structural integrity of aerial lift equipment and report any deficiencies so that they may be corrected.
2. Perform preventive maintenance and repairs to aerial devices in accordance with manufacturer's and ANSI guidelines and in a timely manner to maximize the life and productivity of the equipment.

D. Perform maintenance and repair welding on equipment. Fabricate parts as required including any design work needed

**(Degree of importance: Low- 10% of job)**

1. Inspect for cracks or damage to assess needed repair
2. Fabricate parts as needed to complete repair including any design work
3. Perform welding repair to manufacturer's guidelines

**E. All other duties as assigned**

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## Required Education and Expertise

- HD truck technical training or 2 years related experience
- Current and valid commercial driver's license
- DOT Certification

## Knowledge, Skills and Abilities

- Knowledge of engines and controls
- Knowledge of transmissions and controls
- Knowledge of brakes and suspensions
- Knowledge of hydraulics and ANSI A92.2 guidelines
- Knowledge of the various vehicles and equipment such as bucket trucks and digger/derricks
- Skilled in diagnosis and repair of electrical systems on trucks and equipment
- Skilled in welding and cutting
- Skilled in DOT inspections
- Ability to operate various pieces of equipment such as backhoes and trenchers
- Ability to stand, sit, walk, bend, reach
- Ability to push/pull
- Ability to lift /carry up to 100 lbs.
- Ability to grasp tools
- Ability to discern color
- Repetitive motion: wrenches

Working conditions: Frequently works outdoors. Exposed to noise and heights of up to 120 feet.