



**Fleet Mechanic**  
**Non-exempt, Full-Time**  
**Public Works Department**

**Job Summary:** Under general supervision of by the Public Works Director, responsible to perform maintenance and repair of automotive, construction, and maintenance equipment.

**Equipment Used / Job Locations / Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will operate a computer, copier, and other modern office equipment. The employee will also operate light and heavy duty vehicles.

Work performed is generally in the Public Works shop, but occasionally outdoors. The employee will be exposed to dirt, dust, grease, loud noises.

**Essential Functions & Job Responsibilities:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Performs general overhaul and repair work on light and heavy trucks, gasoline and diesel motors, automobiles, and a wide variety of construction, sanitation equipment, and mowing equipment; test, repairs, and installs electrical apparatus, such as starters, alternators, distributors, regulators, etc.; rebuilds and repairs hydraulic systems; performs general maintenance on vehicles and equipment, such as tune-ups, oil changes, lubrication, brakes, suspension, tire change and rotation, and flat repair; makes emergency road calls; welding and other metal work; performs seasonal work, such as snow tires installation and removal.

**Additional Work Performed:** Operates a variety of vehicles and equipment, as well as hand tools and small machinery; performs manual labor as assigned in an emergency required by work or staffing needs; maintains written reports and records; attends various courses on automotive repair; orders gasoline and diesel fuel and parts as needed; maintains both written and electronic records of work performed; performs other duties as assigned.

**Required Knowledge & Abilities:** To perform this job successfully, an individual must be able to perform each essential job function satisfactorily.

**Knowledge / Education:** occupational hazards and safety precautions; principles and practices of the diesel and gasoline mechanics trade.

**Ability to:** understand and follow oral and written instructions; establish and maintain an effective working relationship with the public and vendors and other employees.

This position is considered safety sensitive and is subject to the City's drug and alcohol random testing policy.

**Training & Experience:** A typical way of obtaining the knowledge, skills and abilities outlined above is graduating from high school or GED; possession of the appropriate valid Tennessee Commercial Drivers License or standard driver's license and ability to obtain a Commercial Drivers License (CDL) within two years of date of employment.

**Physical & Mental Demands:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** While performing the duties of this class, an employee is regularly required to have sufficient strength, stamina, and ability to perform work under adverse climatic conditions. Must meet reasonable fitness and physical standards to safely perform functions of job as determined by City Physician. Vision and hearing (normal or corrected) sufficient to repair, maintain, and safely operate vehicles and equipment. Dexterity sufficient to crawl, crouch, climb, stoop, bend stretch, walk, run, and perform physical aspects of job. Ability to lift and carry items normally around 30 pounds, but may exceed 100 pounds on occasion.

**Mental Demands:** While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with City staff, other organizations and the public.