FLEET MAINTENANCE MECHANIC I

DEFINITION
Under close supervision, troubleshoots, maintains and repairs light and heavy transportation, construction, mechanical, emergency equipment, and passenger vehicles, including many vehicles operating on compressed natural gas (CNG).

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Inspects, diagnoses, repairs, overhauls and replaces systems and components including but not limited to: brakes, engines transmissions, air conditioning, exhaust and electrical systems, diesel, gasoline, and alternative fueling systems (e.g. Compressed Natural Gas [CNG], propane, and bio-fuel), hybrid and electric drive systems, emissions; automotive and truck hydraulic systems; and related computer-controlled components;
- Conducts vehicle safety inspection and performs routine and preventive maintenance on vehicles and various equipment;
- Inputs data for electronic documentation and records of repairs and maintenance to include maintaining and/or assisting in maintaining parts inventory;
- Performs all tire maintenance functions including dismounting, repairing, remounting and balancing of various tires in service on City equipment;
- Responds to road calls and performs on-site diagnostics and repairs on vehicles and equipment.
- Fabricates and installs a variety of parts and equipment and performs minor welding;
- Maintains and cleans tools and work areas and disposes hazardous waste in accordance with City guidelines;
- Keeps current with new technology and participates in various training activities.
- Follows applicable safety rules and regulation, and performs other job-related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- **Knowledgeable of** fuel systems, emission control, gasoline, natural gas and diesel engines, electrical systems, automotive and truck hydraulic systems, drivetrains, brake systems and air conditioning systems, lubrication and preventive maintenance and repair procedures;
- **Skilled in** proper and safe use of tools and equipment including electronic diagnostic tools, handling and disposing of hazardous waste, troubleshooting and repairing vehicles in an efficient and timely manner, conducting safety inspections and maintaining on a wide range of equipment and emergency vehicles, and in establishing and maintaining cooperative working relationships with City employees and vendors;
- **Ability to** perform heavy physical labor and work in cramped, close quarter environments, lift, carry and move objects up to 70 lbs, complete and maintain logs and records accurately, learn and use required computer software applications, follow written and oral instructions, and work independently and as a team as needed.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in outdoor and service garage environments. Work may require frequent standing, walking, bending, and lifting up to 70 pounds. Incumbents may be exposed to repetitive motion, moving automotive parts, traffic, hazardous fumes, and chemicals.

QUALIFICATIONS
Possession of Automotive Service Excellence (ASE) certificates A-1, A-6, A-7, & A-8 a valid California Class B driver license. Possession of ASE certification as an Alternate Fuels Technician (Test F1) is desirable AND one year professional work experience as an automotive/equipment mechanic performing light, medium and heavy duty vehicle repair.