

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Fleet Mechanic III
DEPARTMENT	Public Works\Operations
UNION:	114
SG:	
CS:	Yes
FLSA:	Y
EE04CODE:	SC

Fleet Administration/Maintenance Section

NATURE OF WORK:

The Fleet Mechanic III is the primary mechanic classification in the City of Bellingham fleet services division and performs the full range of journey level fleet maintenance, diagnostic, repair, and fabrication tasks for municipal fleet vehicles and equipment. Persons assigned to this classification participate in customer service, training, and other team functions; and are responsible for other duties such as quality assurance, computer operations, administrative reporting, and new vehicle make ready installations.

DISTINGUISHING CHARACTERISTICS:

This classification is the core level journey classification and is distinguished by its responsibilities for the full range of the City's heavy duty, automotive, and light equipment fleet maintenance and repair tasks; and by its knowledge of Fleet Administration policies, work procedures, customer service, computer, and administrative practices. The classification is distinguished from the Fleet Mechanic IV by the Fleet Mechanic IV's assigned responsibility for training, customer service, specialty services, and certifications of proficiency, skills, and experience.

SUPERVISORY RELATIONSHIPS:

Reports to the Fleet Maintenance Supervisor. Works independently to complete assigned jobs. May be assigned to provide or receive training with other team members or serve as a team leader. Also may work shifts without direct supervision.

ESSENTIAL FUNCTIONS:

1. Troubleshoots, diagnoses, adjusts, repairs, rebuilds, or installs components on a variety of vehicles and equipment requiring skilled maintenance and safe work methods.
2. Performs skilled automotive or heavy duty or specialized equipment diagnostics, electrical, and repair functions such as: required for electronic systems or engine, transmission, differential, air systems, and hydraulic system.

3. Performs inspections and preventive maintenance tasks on vehicles and equipment including police, fire, and emergency service vehicles, automobiles, trucks, utility equipment, park equipment, small motors, and transit vehicles.
4. Performs customer service team tasks such as: planning and on going communications with customer staff, operators, and vendors; responding to telephone calls and completing notification forms; and contributing to quality assurance problem solving efforts.
5. Performs maintenance related functions such as: lubricating vehicle/equipment, installing batteries, detailing vehicles, doing cleanup, or assisting the coordinator in identifying and doing make ready/make sale functions.
6. Operates mechanical tools, shop computers, and other equipment such as: hoists, jacks, tire changers, power hand tools, diagnostic instruments, and welding equipment; and observes safe working practices and procedures.
7. Participates in training in a variety of maintenance and repair tasks, parts procurement, safety practices, customer service, administration, and trade skills applied in the fleet maintenance facility. Shares work experience and formal training with co-workers.
8. May be assigned to work weekends, Saturdays, holidays, or emergency shifts independently without direct supervision.

ADDITIONAL WORK PERFORMED:

9. Performs administrative tasks such as: recording pertinent data including time spent on specific repairs made in course of performing assigned duties.
10. Other job related duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Ability to perform assigned jobs independently.
- Ability to communicate effectively and establish effective working relations with diverse people at all organizational levels and be an effective team member.
- Strong mechanical aptitude and diagnostic ability with demonstrated mechanical skill in the methods, materials, tools and standard trade practices of the automotive and heavy duty repair industry.
- Complete knowledge of the principles of internal combustion engines, electronic systems, and power systems.
- Ability to learn and keep up on current journey level knowledge of the technical standards and procedures and ability to read and comprehend technical manuals and schematics and apply their contents to solving mechanical maintenance problems.
- Ability to give, understand, and carry out oral and written directions, and to record and maintain accurate, legible records.
- Ability to perform mathematical calculations such as: addition, subtraction, multiplication, and division, and work effectively with complex mathematical formulas such as: hydraulic flow volumes and pressures, product mix, or brake ratios.

- Ability to learn and perform computer data entry and software operations and work effectively with multiple software applications such as: fleet maintenance systems, e-mail, word processing, or spreadsheets in a multi-task environment with frequent interruptions.
- Ability and willingness to apply safe working procedures.
- Ability to train and coach other team members.
- Physical ability to perform the essential functions of the job, including:
 - Correctable vision, hearing, and manual dexterity to execute work to close tolerances and perform assigned tasks.
 - Ability to independently lift and handle moderately heavy components and equipment weighing up to approximately 65 lbs.

WORKING ENVIRONMENT:

The Fleet Mechanic's work is primarily performed at the Fleet Administration service facility with occasional emergency repairs taking place outdoors or at a customer's work site. Field conditions involve exposure to heavy traffic, sustained elevated noise, and extreme weather conditions with risk of exposure to hazardous chemicals. The mechanics perform a variety of work in limited spaces and awkward positions. The person in this position independently lifts and handles a variety of moderately heavy components weighing up to approximately 65 lbs. Works weekends, Saturdays, holidays, or emergency shifts.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Four years experience and or combination of training / experience in fleet heavy duty or automotive or specialized equipment maintenance.

Requirements

- Must be able to connect diagnostic equipment, interpret results, and adjust electronic components for diesel and gasoline engines, transmissions.
- Basic electric and gas welding skills.
- Must be able to disassemble and reassemble major heavy duty and automotive engine components, such as: heads, valve lifters, oil pumps, manifolds, and control systems.

Preferred

- Advanced electronic system experience and training.
- Complex hydraulic, air, and electronic diagnostic experience and training.
- Computer, diagnostic, and scope skills experience and training.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State Driver's License required at time of hire and safe driving history as demonstrated through a three (3) year driving record abstract.
- Ability to secure a Commercial Driver's License within six months of hire and to maintain a valid CDL during length of employment.
- Must pass a police criminal convictions records check prior to hire.
- Must pass a job related physical capacities evaluation prior to hire.
- Shift, holiday, emergency, and weekend work required.

- Must pass a pre-employment drug test prior to hire. This position is also subject to drug testing requirements of the Federal Department of Transportation.

REQUIREMENTS FOR PROMOTION TO FLEET MECHANIC IV:

- Accreditation based on department determined advancement criteria.

PREPARED BY: Ross Ardrey
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4/96

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Fleet and Facilities Manager

COMMISSION ADOPTION _____

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