

City of Bellingham
Classification Specification - Civil Service or AFSCME

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

Fleet Administration/Maintenance Section

NATURE OF WORK:

The Fleet Mechanic IV serves in a leadership and training role providing complex and difficult diagnostic and repair services for a wide variety of municipal fleet vehicles. This is a master mechanic requiring advanced mechanical skill and knowledge in one or more areas of heavy duty, light duty, or other equipment maintenance. Persons assigned to this classification make recommendations on work repairs and customer services, have continuing customer service ties with designated customer departments, may serve as responsible charge for a shift, perform lead and backup duties for a Fleet Mechanic V, and perform skill, customer service, computer, and administrative tasks.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Fleet Mechanic III class by its responsibilities for comprehensive maintenance, repair, increased opportunities for customer service, training, and administrative functions, and master mechanic skill and knowledge in one specialized maintenance area. The Fleet Mechanic IV is distinguished from the Fleet Mechanic V by the Fleet Mechanic V's responsibility for primary customer contact, lead, administrative, and additional decision making authority based on component cost as set by policy.

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 complex fleet maintenance diagnostic, electrical, and repair functions such as: required for electronic systems or engine, transmission, differential, air systems, and hydraulic system repairs.

3. Provides training to other mechanics in a variety of maintenance and repair tasks, parts procurement, safety practices, customer service, administration, and trade skills applied in the fleet maintenance facility. Participates in training to maintain master mechanic level skills.
4. 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.
5. 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.
6. 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.
7. 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.
8. May be assigned to work weekends, Saturdays, holidays, or emergency shifts independently without direct supervision.

ADDITIONAL WORK PERFORMED:

9. Assists in lead functions including recommendations on work repairs, and may perform lead and backup duties for a Fleet Mechanic V.
10. Performs administrative tasks such as: recording pertinent data including time spent on specific repairs made in course of performing assigned duties.
11. Other job related duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Ability to perform effective customer service, planning, and day-to-day jobs independently.
- Ability to identify areas where training programs will enhance customer quality, expand services, and reduce costs; develop training plans; and serve as an effective instructor.
- Ability to communicate effectively and establish effective working relations with diverse people at all organizational levels and be an effective team member.
- Ability to demonstrate master level diagnostic and 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 understand and carry out oral and written directions, and to record and maintain accurate, legible records.
- Ability to learn and keep current on master 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 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 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 teach and apply safe working procedures.
- 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:

- Completion of accreditation criteria as determined by the department for advancement.

Requirements

- Advanced electronic system experience and training.
- Complex hydraulic, air, and electronic diagnostic experience and training.
- Computer, diagnostic, and scope skills experience and training.
- Mechanical expertise suitable for specialty area.
- Proficiency in diagnostics and troubleshooting.
- Proficiency in welding including fabrication and design.

Preferred

- Able to disassemble and reassemble major heavy duty and automotive engine components, such as: heads, valve lifters, oil pumps, manifolds, and control systems.
- Must be able to repair, maintain, and operate all types of equipment maintained by Fleet Administration.
- Must be able to connect diagnostic equipment, interpret results, and adjust electronic components for diesel and gasoline engines, transmissions.

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.
- Must obtain and keep current required skill and specialty certifications.
- Ability to secure a Commercial Driver's License within six months of hire and to maintain a valid CDL during length of employment.
- Shift, holiday, emergency, and weekend work required.
- This position is also subject to drug testing requirements of the Federal Department of Transportation.
- Accreditation based on department determined advancement criteria.

PREPARED BY:Ross Ardrey
Fleet Committee
Steve Mahaffey
4/96

REVIEWED BY: _____
Cathi O'Connell
Fleet and Facilities Manager

COMMISSION ADOPTION _____

AS0190