

City of Bellingham
Classification Specification - Civil Service or AFSCME

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

Fleet Administration/Maintenance Section

NATURE OF WORK:

The Fleet Mechanic V serves as the primary customer contact for fleet maintenance customer service for a designated customer/specialty area; or, when required, for the whole fleet maintenance shop. This is a lead and master mechanic with complex heavy duty, light duty, and specialized equipment maintenance, repair, service writing, training, and quality assurance functions. Persons assigned to this classification assist in scheduling and work assignments, motivating others, making recommendations on customer service plans, have continuing customer service ties with designated customer departments, and may serve as backup for other leads or the Fleet Maintenance Supervisor.

DISTINGUISHING CHARACTERISTICS:

This classification is the lead and master level mechanic classification and is distinguished from the Fleet Mechanic IV by its responsibilities for lead, service writing, primary customer contact, and administrative skills and knowledge. The position may serve as backup for other leads or the Fleet Maintenance Supervisor.

SUPERVISORY RELATIONSHIPS:

Reports to the Fleet Maintenance Supervisor. As lead, trains, motivates, directs, and provides quality assurance. Works independently to complete assigned jobs and may serve as backup for other leads or the Fleet Maintenance Supervisor.

ESSENTIAL FUNCTIONS:

1. Coordinates and performs customer service tasks such as: maintaining day-to-day relations with customer department personnel, identifying opportunities for improved services, responding to telephone calls, completing notification forms, coaching mechanics and operators on equipment operations.
2. Performs service writing tasks such as: listening to customer concerns, doing preliminary diagnosing, creating work orders, parts ordering, recommending appointments, trouble shooting, tracking work in progress, doing work quality inspections. As team member coordinates work schedules with customers, parts room, and outside vendors.

3. Leads, coordinates, participates, and provides training and sharing of work experience to other mechanics for specialty and department or agency equipment maintenance and repair tasks, parts procurement, safety practices, and trade skills.
4. Performs inspections and preventive maintenance service and repair on vehicles and equipment including police, fire, and emergency service vehicles, automobiles, trucks, utility equipment, park equipment, small motors, and transit coaches.
5. 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.
6. Troubleshoots, diagnoses, adjusts, repairs, rebuilds, or installs components on a variety of vehicles and equipment requiring skilled maintenance and safe work methods.
7. 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.
8. 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.
9. May be assigned to work weekends, Saturdays, holidays, or emergency shifts independently without direct supervision.

ADDITIONAL WORK PERFORMED:

10. Performs designated duties of the Fleet Maintenance Supervisor when required and serves as responsible charge for a shift or whole shop operation; or conducts skill, customer service, and administrative training tasks.
11. Coordinates and performs administrative tasks such as: analyzing and recording pertinent data including time spent on specific repairs made in course of performing assigned duties.
12. Other job related duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Ability to communicate effectively and establish effective working relations with diverse people at all organizational levels and be an effective team member.
- Ability to effectively lead, delegate, and monitor work performance of other Fleet Mechanics in the role of day-to-day direction, lead, or backup supervisor, and contribute to fleet administration leadership.
- Ability to identify areas where training programs will enhance customer quality, expand services, or reduce costs, develop training plans, and serve as an effective instructor.

- Ability to give, 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:

- Currently working as a Fleet Mechanic IV with the City of Bellingham and completion of at least two years of experience in this position.

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.
- Proficient in diagnostics and troubleshooting.
- Proficiency in welding including fabrication and design.

Preferred

- 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.
- 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.
- 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.

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

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

COMMISSION ADOPTION _____
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