

# HEWITT TEXAS

**Job Title:** Fleet Mechanic  
**Department:** Parks & Streets  
**Location:** Community Services  
**Reports to:** Parks & Streets Superintendent  
**Date:** 06/08/2019

<b>Grade:</b> 13	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<b>Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Safety Sensitive:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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<p><b>Job Summary:</b> Under general supervision of the Parks &amp; Streets Superintendent, the Fleet Mechanic is responsible for performing routine preventative maintenance, routine and major repairs on all City vehicles, repairing damaged City tools and equipment, and assisting in the operation, maintenance, and repair of City infrastructure.</p>
<p><b>Essential Functions:</b> Inspect, diagnose, repair and maintain mechanical defects in motorized equipment. Perform welding on all types of equipment. Make emergency repairs in the field. Perform general overhaul of motors, hydraulic systems, electrical systems, pumps, and brakes as required.</p> <p>Read and understand written and verbal instructions. Work safely with hand and power tools. Crawl under and climb on vehicles for inspections. Deliver vehicles. Communicate effectively and courteously with others. Account for labor and materials charged to departments on work orders. Display good decision making ability. Perform other related duties as assigned.</p> <p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
<p><b>Competencies:</b> Knowledge of combustible engines. Knowledge of modern methods of vehicle and equipment body and motor repair. Knowledge of shop safety procedures. Ability to maintain an effective working relationship with others. Ability to comprehend and execute instructions.</p>
<p><b>Required Education, Experience, and Qualifications:</b> High school diploma or GED. Two (2) years experience in the maintenance and repair of a wide variety of motorized vehicles and equipment. Possess a valid Class C Texas driver's license.</p>

**Preferred Education, Experience, and Qualifications:** Texas Vehicle Inspector's Certification; Class A CDL

**Physical Requirements:** Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

<b>Sedentary</b> <input type="checkbox"/>	<b>Light</b> <input type="checkbox"/>	<b>Medium</b> <input type="checkbox"/>	<b>Heavy</b> <input checked="" type="checkbox"/>	<b>Very Heavy</b> <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch and crawl. The employee is occasionally required to walk, sit, talk and hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Machines, Tools, and Equipment:** Motorized vehicles; power and hand tools; equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, and air tools; electronic vehicle diagnostic equipment; computer analyzer; alignment machine; AC machine; tire balancer; brake lathe; telephone; safety equipment

**Expected Hours of Work:** Days and hours of work are Monday through Friday, 7am to 4pm.

**Work Conditions/Environmental Factors:** While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is moderately noisy.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice***

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_