



**TITLE:** Fleet/Equipment Maintenance Mechanic  
**JOB CODE:** 2017  
**GRADE:** 106  
**DEPARTMENT:** Public Works/Utilities  
**REPORTS:** Fleet/Equipment Maintenance Manager or Designee  
**FLSA STATUS:** Non-Exempt  
**CLASSIFICATION:** Essential  
**CREATION DATE:** October 21, 2010  
**REVISION DATE(S):** June 1, 2010; December 5, 2017; July 12, 2022; January 9, 2024

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**This position is Essential and is required to report to duty before, during, and immediately after a declared storm event.**

#### **POSITION SUMMARY**

Under supervision, responsible for a variety of duties related to manual work in the maintenance and operation of the vehicles and equipment owned and used by the District.

#### **DUTIES & RESPONSIBILITIES**

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions indicated with an \*.

- Performs routine and emergency vehicle and equipment repairs such as electrical, hydraulic, air-conditioning, brakes and body, computer systems, and components such as power plant, drive train, cooling and steering, and suspensions.\*
- Keeps records and generates reports of defective equipment and vehicles.\*
- Road tests vehicles for adequacy and completeness of repairs.\*
- Operates CMV to facilitate the disposal of waste or material as needed.\*
- Performs routine preventative maintenance on vehicles.\*
- Inspects vehicles and equipment to ensure they comply with statutory safety requirements.\*
- Responsible to manage shop operations when the manager is absent.
- Meets with Supervisors regarding the priority of scheduling repairs.
- Operates equipment, trucks, motor vehicles, and heavy tractors.



- Assists in yard duties.
- Assists in cleaning up shop.
- Repairs shop equipment and tools.
- Uses computer software related to diagnostics.
- Repairs and maintains marine equipment.
- Helps in maintaining inventory parts and supplies.
- Assists in the scheduling of equipment and vehicle repairs.

### **MINIMUM REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience:**

- Must have at least two years' experience in a vehicle and equipment repair shop.
- Must have graduated from a High School, Vocational School, or GED equivalent.

#### **Certifications, Licenses, Registrations:**

- Must possess a State of Florida Class "B" driver's license within three months of hire.
- Must acquire a State of Florida Class "A" driver's license within six months of hire.
- Must possess a valid State of Florida driver's license.
- Requires completion within twenty-four months the FEMA Emergency Management Institute training courses as follows: IS-100.B Introduction to Incident Command System (ICS-100), IS700.B: An Introduction to the National Incident Management System (NIMS), and IS-200.C: ICS for Basic Incident Command System for Initial Response.

#### **Knowledge, Skills & Abilities:**

- Knowledge of computer skills related to email and data entry.
- Knowledge of the occupational hazards and proper safety training
- Knowledge of the principles of electrical, mechanical, and hydraulic maintenance equipment.
- Knowledge of the principles, practices, and operations of vehicles and equipment.
- Ability to establish and maintain effective working relationships with the public and fellow employees.



- Ability to learn methods of maintaining equipment and tools.
- Ability to diagnose mechanical problems on vehicles.
- Ability to understand and carry out directions oral and written instructions.
- Ability to operate equipment over rough terrain and to perform manual labor occasionally under adverse weather conditions.
- Ability to work independently.

### **PHYSICAL DEMANDS**

Must be able to lift, carry and push articles weighing up to 50 lbs. Must wear personal protection equipment where required by the manufacturer of the equipment used such as hard hat/helmet, safety glasses, goggles, safety belt, safety shoes/boots, hearing protectors, safety harness, and gloves. Able to withstand and manage exposure to extreme temperatures, animals/insects, noise, vibration, dust, vapors, fumes, mist, smoke, toxic metals, and moving mechanical parts.

### **DISCLAIMER**

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice except when a policy revision is needed, in these cases the job description must go to the Board of Supervisors for approval.