



City of Ouray

Job Description

Title:	Fleet Mechanic/Maintenance Operator II	Code:	515
Division:	Operations	Effective Date:	01/2017
Department:	Public Works	Last Revised:	

GENERAL PURPOSE

Performs a variety of **journey level skilled tasks** related to the maintenance, service, repair, and rebuilding of light or heavy duty mechanized vehicles, engines and equipment. Performs **skilled and semi-skilled maintenance operator duties** as a member of a public works project crew in the construction and maintenance of city service and utilities systems, including street, water, wastewater and facilities.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director and Public Works Foreman.

SUPERVISION EXERCISED

May provide close to general supervision to Maintenance Operator(s) I while in training or on a project by project basis. Provides functional supervision to Public Works personnel assisting with routine vehicle maintenance or special projects.

ESSENTIAL FUNCTIONS

Fleet Mechanics: Performs automotive and mechanical trouble shooting and analysis of malfunctions using various technical and computerized testing and calibration equipment (diagnostic computers, scanners, scopes, battery checker, pneumatic equipment, drill press, etc.) as needed to assure safe and efficient operation of city motor vehicles and equipment; maintains shop and garage areas, storage sites and other buildings in clean and orderly condition.

Inspects malfunctioning vehicles and equipment, determines source of problem and makes necessary repairs and adjustments to trucks, automobiles, and various light and heavy equipment such as backhoes, high pressure flushing/vacuum equipment; dump and rodder truck, pumps, vans, etc.

Performs preventive maintenance and makes repairs to vehicles; maintains internal combustion engines (gas and diesel), carburetors, transmissions, differentials, air and hydraulic systems (turbo, super charger systems), electrical, computerized control systems, fuel systems, cooling systems, suspensions, brakes, tires, exhaust, etc.; tests maintenance and repair work to ensure satisfactory results; performs emergency field repairs and service.

Disassembles and repairs motors and manual transmissions; repairs or replaces oil filters, carburetors, fuel pumps, and other parts; relines and adjusts brakes and differentials; installs, maintains and repairs electrical systems, components, parts, accessories and equipment; assures proper function of vehicle radios and communication equipment.

Fabricates tools and equipment parts which are not readily available; performs extensive metal fabrication (pipes, racks, steps, cages, shields, brackets, etc.), welding and hard-facing using electric and acetylene equipment.

Performs quarterly vehicle and safety inspection; checks and maintains service schedules consistent with manufacturer specifications; maintains accurate records of work performed and materials and equipment used to provide tracking for vehicle costs; orders replacement parts, fuels and lubricates equipment; changes and repairs tires; maintains parts inventory.

Services and replaces equipment parts such as radiators, generators, distributors, brakes and clutches as required; assists in the minor repair of damaged body frames.

Manages and controls the storage or disposal of hazardous waste products in accord with established regulations (HAZMAT).

Utilities Systems Maintenance: Performs duties in utilities systems such as daily rounds and collections or maintenance at the water/wastewater treatment plants, and may assist with annual sewer main cleanings and inspections; performs duties in streets and drainage systems such as repair and maintenance of streets and alleyways and gravel screening operations.

Assists streets maintenance workers in the construction, maintenance and repair of sewer mains, laterals manholes, etc., as needed; operates heavy equipment for seasonal operations, including snow removal.

Operates a variety of heavy equipment and machinery such as grader, front end loader, and back hoe. Operates light to medium equipment, including dump trucks, plow trucks, roller/compactor, street sweeper, etc.

Uses the following types of tools and equipment: hand tools, power tools, long-handle tools, jackhammer, grinder, compressor, tamper, locating equipment, sewer jet, bucket truck. May perform routine maintenance on equipment as needed.

Works in confined spaces that require ventilation to protect against potential noxious gases and fumes. Required to wear protective safety gear and use safety equipment to protect against potential biohazards possibly encountered during performance of maintenance activities. May work with restricted use chemicals to perform maintenance activities.

Electrical Maintenance: Performs routine electrical repairs and maintenance for city shops, plants, pumps, buildings, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school; plus, two (2) years of specialized training provided through industry conferences, workshops or in-service programs or a mechanic apprentice program;
 - AND
 - B. Four (4) years of experience in public works operations, including equipment mechanics, water, wastewater, streets, storm water & drainage;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of the design, adjustment, operation, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; materials and tools used in equipment maintenance; the safety practices required by state and other laws; installation and repair of automotive systems; welding methods and procedures; servicing and repair of air brakes and air systems; auto electrical systems and equipment; gas and arc welding.

Journey skills in the use of mechanical tools, materials, welding, and testing equipment. **Skill** in a variety of hand, power and long-handled tools; operating heavy equipment such as grader, dump truck, loader, backhoe, dump trucks, forklifts, plow trucks, vacuum truck, street patching machine, street sweeper, tap machine, locator, and sewer jet, etc.; snow operations including operating tandem with plow and spreader (will be tested).

Ability to read and interpret maintenance manuals, parts books, and mechanical drawings; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; communicate effectively, verbally, and in writing; establish and maintain effective working relationships with employees of the department.

3. Special Qualifications:

Must possess a valid Colorado CDL driver's license with endorsements including B (26,001 or more pounds) and N tanker endorsement. Must meet the Dept of Transportation pre-employment physical exam and drug testing requirements and participate in random drug and alcohol testing program. Performs required on call weekend/holiday duty on a rotating basis; responds to Public Works emergencies as required. Responds to snow shifts when called. Must be confined space certified. May be required to become a certified flagger.

4. Work Environment:

While performing the duties of this job, the employee occasionally works in high, precarious, or confined places. The employee regularly works near moving mechanical parts and in outside weather conditions and may be exposed to toxic or caustic chemicals and risk of electric shock. The noise level in the work environment is usually moderate. Must be able to exert up to 100 pounds of force occasionally and 25-60 pounds of force frequently to lift, carry push, pull, or otherwise move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, reaching and/or stretch arms, legs, or other parts of body and to physically maneuver over and/or upon varying terrain, surfaces, or physical structures. Essential functions require talking, hearing and seeing. Required to wear protective safety gear and use safety equipment to protect against potential biohazards possibly encountered during performance of maintenance activities. May work with restricted use chemicals to perform maintenance activities. Common eye, hand, finger dexterity are required. Performs essential functions in the public right-of-way. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Daily exposure to seasonal weather extremes and frequent local travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Matt Worley)