South Jordan City

Job Description

Title:	**Fleet Mechanic**	**Effective Date:**	**1/1/17**
Org:	**100530**	**FLSA:**	**Non-exempt**
Pay Grade:	**13**	**Workers Comp:**	**Municipal**

GENERAL PURPOSE

Perform entry-level services and repairs to City vehicles and equipment and maintain related vehicle and equipment records.

SUPERVISOR

Fleet Manager

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Perform repairs, preventive maintenance and overhauls on City vehicles and equipment to include but not limited to hydraulic systems, electrical systems, brake systems, steering and suspension systems, gasoline and diesel engines, automatic and manual transmissions, differentials, and metal fabrication using appropriate equipment.

Perform state vehicle inspections on City vehicles.

Maintain vehicle maintenance records.

Operate welding equipment to repair automotive and other mechanized equipment.

Test maintenance and repair work to ensure satisfactory results.

Order and pick up equipment and vehicle parts as needed.

Perform Mechanic Assistant job duties as needed.

Perform repairs on all types of industrial equipment.

Maintain a clean and safe work area.

Compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from High School or G.E.D. Completion of a two (2) year vocational or apprentice program preferred.

   AND

   B. Four (4) years of experience related to above duties.

2. Special Qualifications:

   Valid Utah Class B Commercial Driver License or obtain within six (6) months of employment.

   Required to obtain a Utah State Inspectors license within six (6) months of employment.

   Required to obtain a forklift certification within six (6) months of employment.

   Must have a wide variety of personal hand tools and air tools.

3. Knowledge, Skills and Abilities:

   Knowledge of vehicle and construction equipment, engines and components, plus general maintenance: gasoline and diesel engine mechanics; tools used for the repair and building of such equipment.

   Demonstrate ability to communicate with immediate associates, supervisors and City employees.

   Ability to safely operate, vehicle lifting equipment, cranes, hoist, welding equipment, drill presses, brake lathe, tire mounting and balance equipment, 50 ton press, scan/diagnostic tools, fluid exchange equipment, and various assortments of air tools and hand tools;

   Basic computer skills including but not limited to sending and receiving email, accepting appointments in Microsoft Outlook, finding files and folders on local and network drives.

4. Working Conditions:

   Regular exposure to unpleasant and hazardous working conditions which includes exposure to noise and toxic chemicals including cleaning fluids, motor fuels, oils etc.; frequent contact with employees; subject to emergency 24-hour call out; frequent bending, stooping, kneeling and lifting up to 60 lbs. required. Frequent local travel required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	**Municipal Non-Exempt**	**EEO-4 Class:**	**Craft Worker**
Location:	**Fleet**	**EEOP Class:**	**Craft Worker**
Group/BU:	**General Pay Plan**	**Tech-Net Match:**	**2000**