

# South Jordan City

## Job Description

**Title:** Fleet Mechanic III  
**Org:** 100530  
**Pay Grade:** 15

**Effective Date:** 1/18/18  
**FLSA :** Non-exempt  
**Workers Comp:** Municipal

### GENERAL PURPOSE

Perform semi-skilled to highly skilled services and repairs to City vehicles and equipment. 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.

Train other Mechanics and Mechanic Assistants in all essential job functions.

Assist other divisions with training on equipment operation and safety as necessary. Including new employee onboarding and seasonal trainings (plows, mowers etc.)

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.

Work with fleet manager and users in the creation of build specifications for equipment and vehicles.

Assist fleet manager in the surplus process of vehicle and equipment in accordance with surplus policy.

Inventorizing, storage and tracking of removed/reusable equipment.

Perform state vehicle inspections on City vehicles.

Oversee radar certification program including the tracking, maintaining, certification and documentation of car mounted radar equipment.

Maintain records and schedule maintenance and certifications of shop equipment (hoists, lifts, etc.).

Maintain fleet diagnostic equipment and software including performing updates and tracking of agreements.

Assist the fleet manager with the budgeting process.

Maintain vehicle maintenance records.

Assist fleet manager in daily fleet shop daily scheduling, and assigning work/jobs to fleet personnel.

Running preventative maintenance (PM) reports in the RTA software, and planning and scheduling for seasonal equipment prep.

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.

Supervise fleet operations as assigned by Fleet Manager.

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:

Minimum of (7) years of experience with one (1) year as a Mechanic II with South Jordan City

2. Special Qualifications:

Valid Utah Class A Commercial Driver License

**Certifications:**

Maintain all Level II Certifications

Welding Training (in-house)

Eight (8) ASE Certifications (must be approved by Fleet Manager)

Excel & Outlook Training & Test

Hydraulics Competency Class & Test

Must have a wide variety of personal hand 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, air-conditioning reclaiming 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*

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