

Fleet Mechanic I, II, or III



Salary:	\$22.11 - \$29.49 DOE	Opening Date:	1/13/2022
Status:	Full-time	Closing Date:	Open until filled. Department will begin reviewing applications as they come in. Position may be closed at any time after this position has been filled.
Work Hours:	M-TH 6:30 a.m. - 4:00 p.m/F 6:30 a.m. to 10:30 a.m.	Department:	Public Works
Work Location:	South Jordan City Public Works	Supervisor:	Fleet Manager

Special Notes: *The salary range for this non-exempt position, Mechanic I begins at \$22.11 up to \$22.65 max hourly. The Mechanic II begins at \$23.21 up to \$28.09 max hourly. The Mechanic III begins at \$24.37 up to \$29.49 hourly max. The starting salary will be commensurate with qualifications of the relevant knowledge and experience of the candidate selected. Please review Mechanic I, II & III Job Descriptions for a complete list of essential job functions.*

GENERAL PURPOSE

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

MINIMUM QUALIFICATIONS

Please review the job descriptions for a complete list of essential job functions for EACH LEVEL (I, II or III).

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.

BENEFITS

- Health benefits including medical, dental, vision, and term life insurance
- Accrued vacation and sick leave
- 401(k) or 457 retirement match
- Pension through Utah Retirement Systems
- Twelve paid Holidays
- Tuition Reimbursement

NOTE: Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at <https://selfservice.southjordanutah.gov/ess/employmentopportunities/default.aspx> A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability

South Jordan City

Job Description

Title: Fleet Mechanic
Org: 100530
Pay Grade: 13

Effective Date: 01.13.2022
FLSA: Non-Exempt
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 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.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

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. Two (2) years of experience related to above duties.

2. Special Qualifications:

Valid Utah Class A 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 weather extremes, 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 (40-60lbs). 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:	Skilled Craft Worker
Location:	Fleet	EEOP Class:	Craft Worker
Group/BU:	General Pay Plan	Tech-Net Match:	2000

South Jordan City

Job Description

Title: Fleet Mechanic II
Org: 100530
Pay Grade: 14

Effective Date: 01.13.2022
FLSA: Non-exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform semi-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.

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 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. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Minimum of Four (4) years of related experience

2. Special Qualifications:

Valid Utah Class A Commercial Driver License

Certifications:

- Maintain all Level I Certifications
- Air Conditioning Reclamation Certification
- Six (6) ASE Certifications (must be approved by Fleet Manager)
- Fleet Management Software RTA Training & Test

Must have a wide variety of own 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, 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 weather extremes, 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 (40-60lbs). Frequent local travel required.

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Human Resources Use Only

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

South Jordan City

Job Description

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

Effective Date: 01.13.2022
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 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.

Complete inventory, 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.

Run preventative maintenance (PM) reports in the RTA software. Plan and schedule 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.

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Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.

AND

B. Six (6) years of related experience of above job duties.

2. Special Qualifications:

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

Certifications:

Maintain all Level II Certifications

Welding Training (in-house)

Eight (8) ASE Certifications resulting in Master Technician for either Automotive or Truck

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 weather extremes, 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 (40-60lbs). Frequent local travel required.

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