

# City of Rehoboth Beach, Delaware

## Job Description

<b>Classification Title</b>	Fleet Services Mechanic
<b>Job Code</b>	4001
<b>FLSA Status</b>	Non-exempt
<b>Pay Grade</b>	107

### GENERAL POSITION SUMMARY

Under the supervision of the Fleet Services Manager, perform semi-skilled and skilled mechanical work maintaining and repairing the City's fleet. Performs diagnosis, routine and specialized maintenance, and repairs on motorized equipment including trash trucks, police cars, tractors, tractor-trailers, dump trucks, backhoes, and other equipment.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Performs diagnosis, routine and specialized maintenance and repairs on all municipal motorized equipment including trash trucks, police cars, tractors, tractor trailers, dump trucks, backhoes, and other equipment.
- Replace water pumps, radiators, headlights, oil filters, universal joints, shock absorbers, brake shoes, head gaskets, clutches, tires, and other equipment.
- Uses manual and computerized diagnostic equipment to troubleshoot and repair vehicles.
- Repairs and replaces parts and assemblies using power tools and hand tools.
- Performs regular and unscheduled maintenance.
- Fabricates parts; performs gas and electric welding.
- Responds to road calls for assistance; conducts road tests and operational checks.
- Maintains tools, shop equipment, and shop floors.
- Performs related work as required.

### MINIMUM ENTRANCE QUALIFICATIONS

#### Education and Experience

- A high school diploma (or GED equivalent)
- At least one (1) to three (3) years of related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

#### Licenses or Certifications

- Possession of a standard Delaware driver license

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- Possession of a valid Commercial Driver License (CDL) Class A with Trailer and Tank Endorsement preferred.

#### OTHER JOB REQUIREMENTS

- Desire and ability to achieve appropriate ASE Certifications as required by the position and approved by the Fleet Maintenance Manager.
- The ability to respond to emergency calls, rotating on call scheduling and some weekends based on operational needs of the city.

#### PREFERRED QUALIFICATIONS

- Possession of a valid Commercial Driver License (CDL)
- ASE G1 Certification.

#### COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

##### Knowledge of:

- Various types of motors, gas and diesel engines and equipment
- Automotive repair techniques
- Test procedures
- Safety procedures
- Various tools and equipment

##### Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature
- Verbal and written communication
- Automotive repair
- Troubleshooting

##### Ability to:

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Perform mechanical repairs in the garage and in the field
- Maintain effective working relationships

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#### WORK ENVIRONMENT/CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment	X		
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site		X	
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment			X
Detention center or correctional facility	X		
Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold ( <i>below 32 degrees</i> )		X	
Extreme heat ( <i>above 100 degrees</i> )	X		
Moving mechanical parts			X
Risk of electrical shock	X		
Vibration			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances waste		X	
Loud noises ( <i>85+ decibels</i> )			X

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### PHYSICAL DEMANDS

The position involves *heavy physical demands*, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

<b>Date created:</b>	9/18/2018
<b>Dates revised</b>	4/96/2019
	03/28/2023