



## Town of Oro Valley Classification Description

Title: **FLEET MAINTENANCE MECHANIC III**

Department: Public Works

Job Code: 3710

Salary Grade: 110

FLSA Status: Non-Exempt

### **POSITION SUMMARY:**

Under general supervision of the Operations Division Manager or designated representative, schedules or performs general maintenance of the Town Fleet vehicles and heavy equipment at a highly skilled level, acts as crew leader for other fleet maintenance staff as required, and completes related assignments including completing and maintaining records of work scheduled or performed.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Schedules and performs general maintenance and repair activities on various pieces of heavy equipment including but not limited to; graders, cranes, crawler tractors, excavators, skid steers, high pressure pumps, trucks and semi tractors, material spreaders, backhoes, electronic message boards and signs, street sweepers and aerial towers and man lifts at a highly skilled level.
- B. Interacts and establishes contacts with multiple vendors to assist the Operations Division Manager with research and recommendations when purchasing vehicles, equipment and supplies.
- C. Able to keep and maintain accurate records using the Town's Fleet Maintenance programs.
- D. Skilled in maintenance of heavy equipment, pickups and cars.
- E. Performs Preventative Maintenance inspections on equipment and vehicles by performing oil changes, changing flat tires, and performing routine repairs to vehicles and equipment.
- F. Routes vehicles to dealers or repair shops as required.
- G. Helps maintain the shop and office area by cleaning tools, equipment, emptying trash and sweeping and mopping of floors.
- H. Provides input in decision for repairs that will be completed in house or sent to dealers or outside repair shops.
- I. Diagnoses, services, and repairs various systems that are found on pieces of heavy equipment such as mechanical and computer electronic controls, air brake system, transmissions, computer controlled automatic and 10 speed manual transmissions and pneumatic systems.

- J. Repairs and services track drive sprockets, rails idler wheels, hard bars, track adjusters, hydraulic reversers, final drives, brake bands, steering clutches, and hydrostatic transmissions.
- K. Fabricates, modifies and installs special equipment or replacement parts, as required.
- L. Services, diagnoses, repairs and maintains tandem drive axles with air or electric shift, hydrostatic driven, heavy duty multi axle suspensions, both conventional steel or air springs.
- M. Tunes gas and diesel engines, services valves, fuel filters, and turbo chargers, pressure checks fuel systems, adjust injectors, fuel racks, governors, etc.
- N. Diagnoses problems, disassembles units, repairs or replaces parts, and reassembles units in the following systems in heavy equipment and vehicles:
  - a. Brakes
  - b. Cooling systems
  - c. Drive
  - d. Electrical
  - e. Exhaust and Emissions
  - f. Heating and Air conditioning
  - g. Hydraulic
  - h. Air
  - i. Steering and Suspension
  - j. Coupling devices
- O. Performs other related duties as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the Town policies related to maintaining vehicles, equipment and supplies.
- Knowledge of State and Federal laws with regards to the acquisition of vehicles, equipment and supplies by a government entity.
- Ability to work with minimum supervision in completing inspections and repairs to Town equipment and vehicles.
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- Have experienced level of mechanical skills to complete routine and more complex inspections and maintenance on Town Equipment and Vehicles.
- Basic computer skills to be able to utilize Word, Microsoft Outlook and the Town's Work Order and Fleet Maintenance modules.
- Skill in establishing and maintaining preventive maintenance programs, policies and procedures.
- Skill in effectively diagnosing and troubleshooting required maintenance and repair on Town Fleet equipment and vehicles.
- Skill in maintaining accurate records of work projects and supply usage.
- Skill in prioritizing multiple tasks and demands.
- Skill in establishing and maintaining effective working relationships.

**MINIMUM QUALIFICATIONS:**

- A high school diploma or equivalent.
- At least seven (7) years of directly related work experience, including experience with heavy equipment maintenance and repair, and at least 1 year experience in a lead capacity.
- Must possess a minimum of 5 ASE certifications or equivalent combination of education and work experience, plus the ability to obtain the required ASE certification.
- Must possess at time of application and maintain an Arizona driver's license.
- Must possess a Class 'B' CDL driver's license and obtain a Class 'A' CDL Driver's license within 12 months of employment.

**SPECIAL ASSIGNMENT:**

- When assigned, will supervise a labor crew which may include individuals from an inmate crew with the Arizona Department of Corrections. When the incumbent is performing this duty he/she will receive an additional \$1.00 per hour.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in indoor and outdoor environments.