



Town of Oro Valley Classification Description

Title: **FLEET MAINTENANCE MECHANIC III**

Job Code: 3710

FLSA Status: Non-Exempt

Department: Public Works

Salary Grade: 110

POSITION SUMMARY:

Under general supervision of the Fleet Maintenance Supervisor or designated representative, performs general maintenance on Town Fleet vehicles and heavy equipment at a highly skilled level, and completes related assignments including completing and maintaining records of work scheduled or performed.

ESSENTIAL JOB FUNCTIONS:

- Performs general maintenance and repair activities on various types of vehicles and 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.
- Assists the Fleet Maintenance Supervisor with recommendations for purchasing vehicles, equipment and supplies as requested.
- Able to keep and maintain accurate records using the Town's fleet maintenance program.
- Performs Preventative Maintenance inspections on equipment and vehicles by performing oil changes, changing flat tires, and performing routine repairs to vehicles and equipment.
- Routes vehicles to dealers or repair shops as required.
- Maintains the shop and office area by inventory and cleaning of tools, and equipment, emptying trash and sweeping and mopping of floors.
- Provides input in decision for repairs that will be completed in-house or sent to dealers or outside repair shops.
- Diagnoses, services, and repairs various systems that are found on vehicles and heavy equipment, such as mechanical and computer electronic controls, air brake system, transmissions, computer controlled automatic and 10 speed manual transmissions and pneumatic systems.
- Repairs and services track drive sprockets, rails idler wheels, hard bars, track adjusters, hydraulic reversers, final drives, brake bands, steering clutches, and hydrostatic transmissions.
- Fabricates, modifies and installs special equipment or replacement parts, as required.
- 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.
- Tune's gas and diesel engines, services valves, fuel filters, and turbo chargers, pressure checks fuel systems, adjust injectors, fuel racks, governors, etc.

- Diagnoses problems, disassembles units, repairs or replaces parts, and reassembles units in the following systems in heavy equipment and vehicles:
 - Brakes
 - Cooling systems
 - Drive
 - Electrical
 - Exhaust and Emissions
 - Heating and Air conditioning
 - Hydraulic
 - Pneumatic
 - Steering and Suspension
 - Coupling devices
- Performs incidental welding operations on equipment as needed.
- Performs other related duties as required.
- May be required to work extended hours including evenings and weekends.
- Maintains regular and reliable attendance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work with minimum supervision and to possess sufficient mechanical skills to complete routine and complex inspections, maintenance, and repairs to Town equipment and vehicles.
- Skill in computer operation including Microsoft Word, Microsoft Outlook and the Town’s Work Order and Fleet Maintenance programs.
- Skill in the use of automotive servicing equipment such as A/C recycler, hydraulic jack, or emission analyzer.
- Ability to operate assigned equipment and vehicles and to verbally communicate to exchange information.
- Ability to effectively diagnose and troubleshoot required maintenance and repairs on Town Fleet equipment and vehicles.
- Ability to maintain accurate records of work projects and supply usage.
- Ability to prioritize multiple tasks and demands.
- Ability to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights exerting up to 50 pounds on a recurring basis.
- Ability to communicate both verbally and in written communication.
- Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED and at least five (5) years of directly related work experience, OR an associate degree and four (4) years of directly related experience.
- Experience with heavy equipment maintenance and repair.
- Must possess a minimum of 5 ASE certifications or equivalent combination of education and work experience, plus the ability to obtain the required ASE certifications.

- 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.
- Successfully complete background investigation.

SPECIAL ASSIGNMENT:

- If assigned, will work alongside and oversee two or more Arizona Department of Correction inmates as part of a work crew. Employee will be eligible to receive Special Assignment Pay under the designation of ADC Worker in the amount determined through the annual budget.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed primarily in a shop environment and/or occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

SPECIAL REQUIREMENTS:

- This position is considered Safety Sensitive position and is subject to Drug and Alcohol testing as required by FMCSA 49 CFR Part 40.