



City of Tempe

FLEET EQUIPMENT MECHANIC

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	203	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Fleet Equipment Mechanic
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from supervisory or management staff.
May exercise technical and functional direction to lower level equipment maintenance staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year of experience as a journey level automotive mechanic or completion of a recognized apprenticeship as an automotive mechanic.
<i>Education:</i>	Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of, or required to obtain within one (1) year of hire, a valid Class A Commercial Driver's License (CDL) with a tanker endorsement. ● Possession of, or required to obtain within one (1) year of hire, an Arizona Department of Environmental Quality, vehicle emission inspectors license for diesel and non-diesel vehicles. ● Automotive Service Excellence (ASE) certification is preferred. <p><u>When assigned to the Motorcycle Shop:</u></p> <ul style="list-style-type: none"> ● Possession of a valid driver’s license with a motorcycle endorsement. ● Certified as Motorcycle Mechanic.
<i>Additional:</i>	Possession of a complete set of mechanic hand tools at time of hire.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform skilled journey level mechanical work in the maintenance and repair of the variety of automobiles and related heavy equipment that are part of Tempe's fleet. Some position(s) in this classification may be assigned to perform skilled journey level mechanical work on the motorcycles, ATV's, and boats.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Diagnose and repair and rebuild gasoline and diesel engines, generators, air compressors, auxiliary engines, heavy duty pumps and hydraulic systems.
- Fit and adjust bearings, valves, pumps and carburetors.
- Test, adjust and tune engines, fuel injection systems, fuel and oil pumps and governors.
- Repair and rebuild drive, axle/transaxle differentials and other assemblies on automobiles, buses, trucks, fire trucks and heavy equipment. If assigned to the motorcycle shop perform these duties on motorcycles, ATV's, and boats.
- Repair or rebuild air and hydraulic brake components, drums, discs and cylinders.
- Diagnose and repair air conditioning systems in vehicles.
- Remove, repair, rebuild and/or replace automatic and manual transmissions, transmission components, flywheels, clutches and differentials.
- Diagnose, service, adjust and repair hydraulic systems and power take offs on heavy equipment.
- Perform welding tasks for automotive maintenance and repair as well as fabrication.
- Diagnose and repair complex automotive and equipment electrical systems.
- Diagnose and repair computerized control systems for engines, transmissions, drivetrains, body systems, and any other vehicle related systems.
- Diagnose and repair vehicle cooling systems.
- Test drive vehicles to ensure all repairs and maintenance have been completed; transport vehicles in need of warranty repair to and from various dealerships; transport vehicles in need of repair to City Equipment Maintenance Shop.
- Perform all work in accordance with current manufacturer's specifications; comply with all safety procedures and OSHA standards; inform supervisor of safety hazards in the shop.
- Clean and properly store shop tools and equipment; turn in any broken or inoperative shop tools immediately; report any malfunctions of shop fixtures to supervisor.
- Maintain cleanliness of assigned work area.
- Maintain records of work performed.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Reviewed October 1994</i> <i>Revised November 2001 (range adj due to market)</i> <i>Revised August 2002 (added CDL requirement)</i> <i>Revised July 2003 (added motorcycle assignment)</i> <i>Revised October 2012 (added ASE Certification preferred)</i> <i>Revised October 2013 (change job title)</i> <i>Revised October 2015 (Modifications to Essential Functions)</i> <i>Revised November 2016 (added physical and/or mental activities)</i> <i>Revised March 2019 (PW reorg – moved to Municipal Utilities Dept)</i> <i>Revised December 2022 (Update min quals – experience and certifications)</i></p>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Fleet Equipment Mechanic

Job Code: 203

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?	X	

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time
WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*			X	
Electrical*		X		
Power Tools*		X		
Hand Tools*			X	
Personal Protective Equipment*			X	
Computer Software				X
Fumes				X
Chemicals			X	

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water		X		
Extreme Heat			X	
Extreme Cold		X		
Office Setting		X		
Confined Spaces		X		
Excessive Noise**			X	
Heights		X		
Sewage Exposure		X		
Bodily Fluid Exposure		X		

ENDURANCE				
Sit		X		
Stationary / Stand			X	
Traverse / Move			X	

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs	X	X	26-50lbs	X	X
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> - May require working extended hours. - May work alone for extended periods of time. - CDL License, Class A, Tanker Endorsement.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**