

# JOB DESCRIPTION

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205 Brueger Street, Wrangell, AK, 99929



<b>Position</b>	<i>Fleet Mechanic</i>	<b>Type</b>	<i>Permanent/Full -Time</i>
<b>Department</b>	<i>Wrangell Municipal Light and Power</i>	<b>Class</b>	<i>Non-Exempt</i>
<b>Supervisor</b>	<i>Lead Fleet Mechanic</i>	<b>Salary</b>	<i>Union /Grade # 19</i>

## Summary

Performs fully qualified vehicle maintenance, repair, rebuild, and fabrication services. Performs a wide variety of work in the inspection, repair, overhaul, and maintenance of light- and heavy- duty automotive, public safety, construction and earthmoving equipment, portable powered tools, and other rolling stock. Work is performed independently or in coordination with others under the general direction of the Lead Fleet Mechanic

## Distinguishing Career Features

The Fleet Mechanic is a journey-level classification responsible for performing a full range of equipment maintenance and repair activities.

Advancement to the Lead Fleet Mechanic is based on organizational need and requires demonstrated knowledge and experience in heavy equipment repair, parts and supply management and lead-level responsibilities.

## Essential Duties and Responsibilities

*This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.*

- Operates, inspects, and maintains the Borough's vehicle and equipment fleet.
- Verifies operator comments and/or conducts road tests to identify problems and determine causes.
- Performs complex inspection, repair, and maintenance of powered equipment and wheeled stock including motor graders, loaders, excavators and other heavy equipment, heavy and light trucks, power mowers, power sweepers, police vehicles, fire apparatus, EMS vehicles, trailers, generators, marine travel lifts, and other Borough equipment. Determines the extent, type, and cost of repairs.



- Mounts, repairs, balances, and replaces tires and wheels; installs and repairs tire chains.
- Diagnoses mechanical problems and performs a wide range of repairs including engine overhauls, bearing replacement, adjusting ignitions and fuel systems, assembling transmissions and differentials, fitting pistons and rings, brake alignment, aligning wheels and installing axles, and steering and drivetrain repairs.
- Performs advanced electrical troubleshooting and repair, including use of computer assisted diagnostics, multimeters, and troubleshooting and adjusting sensors and switches.
- Repairs, modifies, and replaces vehicle body components; fabricates parts; performs frame repair; applies paint as needed.
- Performs welding, cutting and brazing of metals.
- Orders parts and supplies, including fuel, lubricants, filters, accessories; maintains inventory; ordering parts and supplies as needed to complete repairs in a timely manner. reviews and codes invoices and processes documentation in accordance with established procedures.
- Maintains accurate records of repair and maintenance activities, including dates, labor, and material costs.
- Responds to emergency breakdowns; performs field repairs or arranges transport of disabled equipment.
- Operates tools and equipment safely and in accordance with established practices.
- Participates in all job-related training and required safety training; promotes safe work practices and environmental compliance.
- Ensures proper use and maintenance of all assigned tools and equipment.
- Maintains current technical knowledge through ongoing training and professional development.
- Assists other department crews as manpower needs arise.



- Responds to call outs or call backs for emergencies or staffing needs to sustain operations.
- Performs confined space entry work as required and maintains required certifications and training.
- Comply with respirator requirements, including medical evaluation and annual fit testing.
- Performs other related duties as assigned by the Lead Fleet Mechanic or the Electrical Superintendent.

## Qualifications

### Knowledge and Skills

- Standard practices, techniques, and tools used in maintaining and repairing heavy and light equipment, including gasoline, diesel, mechanical, and electrically powered systems.
- Principles of internal combustion engines, transmissions, differentials, hydraulic systems, air brakes, and related components.
- Operating characteristics of equipment used in construction, public safety and municipal operations.
- Use of the full range of hand and power tools used in automotive repair work.
- Safe use of hand and power tools.
- Workplace hazards and safety practices, including applicable laws, codes, and regulations.
- Written skills to prepare reports. and mathematical skill to read, record, and compute precise measurements.
- Ability to train others and exchange technical information.
- Requires the ability to obtain certification in brakes, electrical/electronic systems, engine performance, , and suspension and steering.



- Basic computer applications and fleet maintenance software.

### **Abilities**

- Perform journey-level vehicle and equipment maintenance and repair.
- Diagnose and resolve a wide range of mechanical and safety issues.
- Lead a small work team, prioritize tasks, and evaluate work quality.
- Use diagnostic equipment and interpret results.
- Read and interpret technical manuals, schematics and specifications.
- Estimate labor, materials, and equipment needs for repairs.
- Manage multiple assignments simultaneously.
- Maintain accurate records and follow safety procedures.
- Work cooperatively with supervisors, coworkers, vendors and the public.

### **Physical Abilities**

- Frequent standing, walking, bending, climbing or balancing, sitting, stooping, kneeling, crouching or crawling.
- Ability to work indoors in a shop environment and outdoors in field conditions.
- Ability to lift and carry materials up to 75 pounds on a frequent basis, reach from awkward positions using hand-eye coordination to insert parts.
- Sufficient visual acuity to drive, read and write, and perform repair work.
- Sufficient hearing and speech ability to communicate and identify equipment issues.

### **Education and Experience**

High school diploma or equivalent and 4 years of experience in vehicle and equipment maintenance including heavy gasoline and diesel-powered equipment; or a two-year degree in automotive technology or related field and 2 years of recognized industry experience.



## Licenses and Certificates

Valid Class A Commercial Driver's License.

## Working Conditions

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, moving equipment, and temperature and noise extremes.

*I acknowledge that I have received and reviewed this job description. I understand the general duties, responsibilities, and qualifications of the position. I understand that this job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required for acceptable performance. I further understand that this job description is not intended to be a complete list of all responsibilities, duties, work steps, or skills required for the position, and that the employer may modify duties and responsibilities as needed.*

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*Employee Signature*

*Date*

