JOB DESCRIPTION

VEHICLE MAINTENANCE WORKER I

Department:	Public Works	**Classification/Grade:**	15A
Division:	Vehicle Maintenance	**FLSA Status:**	Non-Exempt
Reports to:	S&D, Fleet Div Manager	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Performs preventative maintenance, steam cleaning and repair activities on gasoline and diesel vehicle and equipment.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Perform physical labor including, but not limited to, steam cleaning, inspecting, and fueling all fleet maintenance vehicles.
3. Clean up; Put things away around shop area. Keep steam bay and all areas pertaining to vehicle maintenance clean.
4. Notify supervisor of potential problems with fleet vehicles and equipment and discuss corrective action taken.
5. Balance wheels to minimize wear on tires and rotate wheels at prescribed mileage intervals.
6. Fuel, oils, and greases motor vehicle; change filters.

OTHER JOB FUNCTIONS:

A. Perform other related duties as required.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Gasoline and diesel engines, fuel systems, transmissions, hydraulics, and related mechanical systems.
- Operational characteristics of mechanical equipment and tools used in the assigned area of responsibility.
- Preventive maintenance practices and methods.
- Mechanical parts and material used in the repair and maintenance of heavy fleet vehicles.

Ability to:

- Perform heavy manual labor.
- Use and operate hand tools, mechanical equipment, and power tools and equipment required to work in a safe and efficient manner.

- Learn various cleaning and repairing techniques.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Physical ability to perform the essential functions of the job.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D.

Experience: One year experience in Vehicle Maintenance preferred.

Training: On the job. Classes as required to perform job.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Duties are primarily performed in the shop or may be required to work outside in varying weather conditions or may be require traveling to emergency sites to assure equipment.

Physical Requirements:

Physical exertion may be required to climb ladders or large equipment; work in cramped spaces for long periods of times with arms extended while standing or bending over vehicles and may require travel to emergency sites to assure equipment operation. Must carry/lift loads of up to 75 lbs.

Job Hazards/Risk Factors:

Employees risk physical hazards from mechanical and electrical equipment, exhaust fumes, hot motors and objects, grease, chemicals, solvents, toxic agents, greases, oils, and hazards associated with the operation of vehicle maintenance shop.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
July 2008
June 2013 (Safety Sensitive)