

TOWN OF DILLON -FLEET MECHANIC

REPORTS TO: Public Works Director

Job Overview: Performs semi-skilled, skilled and administrative work in maintaining safe and reliable vehicles and mechanical equipment for the Town's fleet.

Duties and Responsibilities:

- Develops shop procedures and budget data for the maintenance and repair of vehicles, equipment and mechanical systems.
- Plans and executes the preventive maintenance program for all vehicles and mechanical equipment.
- Prepares maintenance check sheets for vehicles and equipment.
- Schedules preventative maintenance and repair work through the Town shop or through outside vendors.
- Operates a variety of diagnostic instruments and a variety of hand, electric and air-driven tools.
- Purchases and maintains inventory of shop equipment, parts and supplies.
- Inspects, services and repairs Town vehicles and equipment.
- Cuts, welds and fabricates metal as needed.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Coordinates with others to meet operational needs of the department.
- Operates equipment in support of public works and other departments.
- Coordinates and negotiates the purchase and disposal of Town vehicles and equipment.
- Assists in the preparation and administration of the vehicle and equipment budget.
- Maintains records, prepares reports and provides interdepartmental billing information for fuel usage and vehicle repairs.
- Is responsible for State required inspections and record keeping for the fuel depot, the spill prevention plan, aerial lift and DOT regulated vehicles.
- Assists with establishing departmental policies and procedures.
- Assists with the administration of department safety program.
- Assists in the training of employees to increase their skills in the maintenance of vehicles and mechanical equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs other related work as assigned. (Examples listed may not include all tasks which may be found in positions of this class.)

Work Environment/Physical Activities:

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, vibrations and risk of electrical shock.

The noise level in the work environment is moderately noisy.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to walk, sit and talk or hear.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Equipment Used: Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, including word processing, spreadsheet and data base; calculator, fax, phone and mobile radio.

Supervision Exercised: Supervises employees assigned to help with service and repair vehicles and equipment and other shop projects.

Qualifications:

- Graduation from high school or GED equivalent.
- Some specialized training in mechanics, maintenance management, or a closely related field.
- Minimum 3 years experience as a motorized vehicle and heavy equipment mechanic.
- Thorough knowledge of automotive mechanics.
- Considerable knowledge of gas and diesel engines, transmissions, hydraulics, pumps and valves, generators and welding.
- Price trends and grades or quality of materials and equipment.
- Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Skill in operation of listed tools and equipment.
- Ability to establish and maintain effective preventive maintenance programs, policies and procedures.
- Ability to maintain effective accounting procedures.
- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.
- **Special Requirement:** Valid Colorado Commercial Drivers license (CDL).

FLSA Status: Non-Exempt