



City of Tempe

SENIOR FLEET EQUIPMENT MECHANIC

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	245	<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.			

DISTINGUISHING CHARACTERISTICS
The Senior Fleet Equipment Mechanic classification is distinguished from the Fleet Equipment Mechanic by the performance of a full range of technical duties that have greater complexity, depth and scope. Employees at this level instruct and mentor Fleet Equipment Mechanic and Fleet Service Worker II level employees. Senior Fleet Equipment Mechanics generate work orders, assign work duties and priorities, work with customer departments to provide information and updates on City equipment, provide technical expertise to technicians and management, assist with monitoring, recording and managing Fleet Facilities' fuel, coolant, oil and related lubrication inventories, act as quality control liaison and assumes shift oversight and workflow responsibilities in the absence of the shift supervisor.

REPORTING RELATIONSHIPS
Receives general supervision supervisory or management staff.
Exercises technical and functional supervision over technical and maintenance staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of experience as a journey level automotive and heavy equipment 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, or required to obtain within twelve (12) months of hire, a valid Class A Commercial Driver's License (CDL) with a tanker endorsement. • Possession of, or required to obtain within six (6) months of hire, an Arizona Department of Environmental Quality, vehicle emission inspectors license for diesel and non-diesel vehicles.

	<ul style="list-style-type: none"> ● Possession of, or required to obtain within six (6) months of hire, a certification in the use of R-134a refrigerant recovery and recycling equipment. ● Possession of, or required to obtain within six (6) months, a valid Arizona forklift operator's certificate. ● Automotive Service Excellence (ASE) certification is preferred.
<i>Special Requirements:</i>	Possession of a complete set of mechanic hand tools at the 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 advanced journey level mechanical work in the maintenance and repair of a variety of automotive and related equipment; and to exercise technical and functional supervision of equipment mechanics and service workers performing scheduled preventative maintenance on City equipment.

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.

- Supervise and instruct other mechanics and entry level service workers in the proper techniques of preventative maintenance or repair on all City owned fleet equipment; provide hands on mentoring to entry level mechanics on duty.
- Generate work orders, assign work duties and order parts for repairs on worn or damaged City equipment.
- Provide updates and information to customers regarding vehicle or equipment, availability, repair status, expected completion times, etc.
- Provide management staff with recommendations for equipment replacement program, utilizing hands on shop and field experience.
- Assist staff with monitoring, recording and managing Fleet Facilities fuel, coolant, oil and related lubrication inventories; maintain oil and coolant analysis program with contracted vendors.
- Research O.E.M. maintenance recommendations for wide variety of City owned fleet equipment; update new equipment data to Fleet software program and determine appropriate preventative maintenance timeline schedules.
- Manage preventative maintenance program.
- Diagnose and repair gasoline and diesel engines, generators, air compressors, auxiliary engines, heavy duty pumps and hydraulic systems.
- Test, adjust and tune engines, fuel injection systems, fuel and oil pumps and governors; fit and adjust bearings, valves, pumps and carburetors.
- Rebuild drive axle/transaxle differentials and other assemblies on automobiles, buses, trucks, fire trucks and heavy equipment; balance wheels and align front ends.

- Repair or rebuild air and hydraulic brake components, drums, discs and cylinders; service, diagnose, adjust and repair hydraulic systems and power take-offs on heavy equipment.
- Diagnose and repair air conditioning systems in vehicles.
- Remove, repair, and/or replace automatic and manual transmissions, transmission components, flywheels, clutches and differentials.
- Perform welding tasks for automotive maintenance and repair; weld, fabricate and machine parts and accessories.
- 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; operate and input information into a computer; generate work orders; update and maintain files.
- Assume responsibilities of shift supervisor as necessary.
- Act as quality control liaison with shift supervisor.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective February 1990

Revised March 1993

Revised August 2002 (added CDL requirement)

Revised November 2006 (change title, revise/add job duty statements, additional licenses)

Revised March 2011 (added ASE certification is preferred)

Revised August 2015 (update job duties, min quals –licenses)

Revised January 2017 (add physical/mental activities)

Revised April 2018 (update physical/mental activities)

Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)

Revised April 2020 (update distinguishing characteristics)

Revised October 2022 (updated certification – longer timeframe for obtaining CDL)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Sr Fleet Equipment Mechanic

Job Code: 245

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
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
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:
- May require working extended hours.
- May work alone for extended periods of time.
- CDL License, Class A, with 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**