



Fuel Lube/Mechanic Fleet Maintenance

FM/3 - 614

JOB SUMMARY

This position is responsible for fueling vehicles and equipment at construction sites and for assisting in the repair and maintenance of fleet vehicles.

MAJOR DUTIES

1. Operates fuel truck; greases and fuels vehicles and equipment on road service calls.
2. Repairs and maintains off-road equipment and county vehicles or all departments.
3. Maintains accurate maintenance records.
4. Purchases parts.
5. Prepares repair orders.
6. Checks and repairs 911 generators.
7. Fabricates and welds heavy equipment.
8. Responds to after-hours emergencies.
9. Maintains fire and safety equipment.
10. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the methods, materials, tools, and standard practices of the automotive and heavy equipment mechanic trade.
2. Knowledge of the operating characteristics of a wide variety of vehicles, equipment, and machinery including fire apparatus and other emergency vehicle components.
3. Knowledge of occupational hazards and standard safety precautions necessary in a workplace.
4. Knowledge of the principles of gasoline, diesel, and alternative fuel engines.
5. Skill in the diagnosis of equipment malfunctions.
6. Skill in the repair and maintenance of fuel systems, electrical systems, hydraulic systems, pneumatic systems, and brake systems.
7. Skill in welding and parts fabrication.
8. Skill in the operation of job related tools and equipment.
9. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fleet Maintenance Safety Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county policies and procedures; local, state, and federal regulations; and vehicle and equipment operations and repair manuals.

COMPLEXITY/SCOPE OF WORK

- The work consists of related mechanical fueling and repair duties. The wide variety of equipment to be maintained contributes to the complexity of the position.
- The purpose of this position is to fuel and lube vehicles and equipment and to participate in the repair and maintenance of the county's vehicle fleet. Success in this position provides safe and well maintained vehicles for county operations.

CONTACTS

- Contacts are typically with co-workers, vendors and other county employees.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, garage, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Possession of a State of Georgia issued valid Class B CDL Driver's License with Hazmat Endorsement within 90 days of being hired or promoted into this position.