

Department: General Services Pay Grade: 18
Reports To: Fleet/Garage Manager FLSA Status: Non-Exempt
Last Revised: 04/2009 Last Reviewed: 04/2009

GENERAL STATEMENT OF DUTIES

Performs difficult, skilled and technical work related to the mechanical repairs, safety inspections and preventive maintenance on a variety of gas and diesel, heavy trucks, trailers, and equipment in the County and Western Virginia Water Authority fleets. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Performs preventive maintenance inspections, service and repairs as required
- Performs Virginia State Inspections and completes necessary safety and related repairs
- Repairs, changes, balances, and inspects tires for proper condition and air pressure
- Operates complex, hand-held, computerized diagnostic testing equipment in order to diagnose engine and other computerized system malfunctions
- Overhauls and repairs carburetors, fuel injectors, fuel systems and, ignition systems
- Repairs and overhauls brakes, transmissions, clutches, differentials, steering mechanisms, front and rear axle assemblies
- Overhauls, tunes and adjusts engines using specialized and standard test equipment
- Repairs and installs hydraulic controls; checks, services and repairs other hydraulic system components including lines, pumps and cylinders
- Performs electrical and electronic repairs; replaces lights, alternators and starters
- Troubleshoots and repairs vehicle air conditioning and heating systems.
- Maintains vehicle bays, general shop and parts areas in a clean and orderly state
- Conducts work activities such that at least 70 percent of working time is billable labor.

NON ESSENTIAL JOB FUNCTIONS

- Transports vehicles to and from outside service providers
- Orders parts and vendor services as required

POSITION REQUIREMENTS/PREFERENCES

- Education Required: High school diploma or equivalent. One (1) or more years of truck/diesel trade/technical school.
- Experience Required: One (1) or more years of on-the-job experience in repairing diesel engines/heavy trucks; and practical experience with air brakes and hydraulics.
Preferred: Three (3) years experience in heavy truck/engine repair.
- Knowledge, Skills and Abilities
- Extensive knowledge of methods, tools and equipment, including electronic diagnostics, used in the repair of diesel engines, heavy

trucks and equipment

- Thorough knowledge of the hazards and safety precautions of the trade.
- Skill in the use and operation of shop tools, air tools and machinery.
- Ability to diagnose truck electrical and mechanical malfunctions, as well as defects in the drive trains, chassis and other components
- Ability to maintain records of repairs, parts and service as well as interpret and work from sketches, diagrams, installation and repair charts and vehicle repair histories on a computer
- Ability to follow oral and written instructions accurately; work as team member; acquire and share new skills and knowledge
- Ability to establish effective working relationships with staff, user departments, outside vendors and service providers

Additional
Requirements

Subject to a complete criminal history background search with acceptable results. Subject to twenty-four (24) hour stand-by duty and may work flexible hours to accommodate shop customer requirements. Must maintain all required certifications and attend courses and seminars to enhance technical skills. Must own a set of basic truck mechanic hand tools, to be used on the job. Considered Essential Personnel and will be required to respond to vehicle emergencies on an on-call basis, 24 hours a day, while on stand-by duty; typically alternating 7 day rotations with the other mechanics. Expected to report to work for normal shift regardless of weather or emergency situations, unless directed otherwise by supervisor. Required to wear employer provided personal protective equipment, including safety shoes and eye protection. Following a conditional offer of employment, must pass a post offer physical examination. Must be able to perform the job as described in the Physical and Environmental Demands section of this job description.

Supervisory
Responsibilities

None

OVERALL PHYSICAL STRENGTH DEMAND

MEDIUM Lift and/or exert force of 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.

PHYSICAL DEMANDS

C = Continuously 5.5 to 8+ hours daily	F = Frequently 2.5 to 5.5 hours daily	O = Occasionally Up to 2.5 hours daily	R = Rarely Less than 1 hour per week	N = Never Never occurs
Code	Physical Demand	Code	Physical Demand	
F	Standing	O	Sitting	
F	Walking	F	Lifting	
O	Carrying	F	Pushing/Pulling	
O	Reaching	F	Handling	
O	Fine Dexterity	F	Kneeling	
F	Crouching	O	Crawling	
F	Bending	O	Twisting	
O	Climbing	O	Balancing	
C	Vision	F	Hearing	
F	Talking	O	Foot Controls (driving, operation of equip, etc.)	

ENVIRONMENTAL FACTORS

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	R - Rarely	N = Never
Code	Health and Safety		Code	Environmental Factors	
D	Mechanical Hazards		D	Dirt and Dust	
D	Chemical Hazards		S	Extreme Temperatures	
D	Electrical Hazards		D	Noise and Vibration	
D	Fire Hazards		D	Fumes and Odors	
R	Explosives		W	Wetness/Humidity	
M	Communicable Diseases		W	Darkness or Poor Lighting	
D	Physical Danger or Abuse				

PRIMARY WORK LOCATION

Garage

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Hand tools, air wrenches, parts washer, floor jacks, lifts, winches, and engine diagnostic equipment. Standard office equipment such as computer, fax, telephone and two way radio.

PROTECTIVE EQUIPMENT REQUIRED

Safety Glasses, Hearing Protection, Steel Toe Boots, Leather Gloves, Latex Gloves and Dust Masks