



FLEET MAINTENANCE MECHANIC

DEPARTMENT: Public Services

REPORTS TO: Director of Public Services

POSITION TYPE: Full-time

SALARY RANGE: \$46,891 – 70,337

FLSA STATUS: Non-exempt

The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

General Description: Under general supervision, performs lead skilled work in repairing and maintaining automobiles, light and heavy duty trucks, heavy field equipment including diesel equipment; performs records and administrative work in directing the work of the municipal equipment garage; administers overall fleet preventative maintenance program.

Essential Functions:

- Maintain all Town motorized equipment.
- Diagnosis and repair all equipment including automobiles, light and heavy trucks and heavy field equipment.
- Maintain record of all work orders to include written statement of problems, repair procedures, costs and maintenance schedules.
- Order all necessary repair parts and keep an inventory of parts for general repairs.
- Conduct routine maintenance of all mower and field equipment before mowing season.
- Maintain a safe and clean work area and observe all safety rules and regulations required by OSHA.
- Keep the Town's fleet of vehicles running 24 hours a day.
- Perform all other duties as necessary.

Knowledge, Skills and Abilities: Must have thorough knowledge of the maintenance and repair of motorized equipment; manuals associated with Town equipment; and OSHA rules and regulations. Skilled in repairing reasonable and routine problems with automobile, light, and heavy-duty trucks and heavy field equipment. Able to develop and follow a preventative maintenance schedule for all motorized equipment, and able to identify appropriate vendors for parts and contractual repair services. Ability to diagnose and repair problematic motorized equipment while estimating costs of repairs. Must be able to establish and maintain effective work relationships with fellow employees and the general public.

Education and Experience: High school diploma supplemented with additional specialized training in small and large engine repair. Experience in a responsible automotive maintenance position including diagnosis and repair of automobile, light and heavy-duty trucks, and heavy field equipment; or an equivalent combination of training and experience that provides the required knowledge, skills and abilities. Management experience a plus.

Physical Requirements: Must be able to physically perform basic life operational support functions of standing, walking, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, full use of fingers, grasping, feeling, talking, hearing and repetitive motions. Predominantly light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects; however, employee must be able to perform very heavy work exerting up to and in excess of 100 pounds of force occasionally. Must possess visual acuity to perform visual inspection of small defects or parts, and to perform mechanical or skilled trades tasks of a non-repetitive nature typical of a mechanic. May be subject to both inside and outside environmental conditions, work with noise, vibration, hazards, including, but not limited to, proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat, or exposure to

chemicals, may be subject to atmospheric conditions that affect the respiratory system of the skin such as fumes, odors, dusts, mists, gases, or poor ventilation, and subject to oils.

Special Requirements: Possession of a valid North Carolina and/or South Carolina driver's license.

SUBMIT RESUME AND COMPLETED APPLICATION TO:

ONLINE APPLICATION (preferred): www.waxhaw.com

EMAIL: wdavenport@waxhaw.com

MAILING ADDRESS:

Human Resources Director
Town of Waxhaw
PO Box 6
Waxhaw, NC 28173

PHYSICAL ADDRESS:

1150 N. Broome Street
Waxhaw, NC 28173