Job Description
Fleet and Small Engine Technician

Description of Work

Definition:
This employee will work under the supervision of the Public Works Operations Manager. The employee is responsible for the maintenance, service, and repair of machinery and vehicles, and preventative maintenance. Employee must be able to work independently with minimal supervision. This position will work Monday through Friday from 7 AM until 3:30 PM. Afterhours on-call rotation required.

Essential Functions of the Job: The listed examples may not include all duties performed by the person in this position. Duties may vary from time to time and are at the discretion of the Public Works Director. All requirements are subject to possible modification to reasonably accommodate an individual with a disability.

- Perform general repair work on all Town owned automotive and mechanical equipment including but not limited to brake systems, electrical systems, hydraulic systems, suspension systems, and light body work, etc.;
- Perform small engine maintenance, diagnosis and repair; such as blowers, mowers, weed eaters, chainsaws etc.;
- Administer preventative maintenance program for all vehicles and equipment;
- Perform roadside assistance or on-site assistance in vehicle or equipment breakdowns;
- Perform electrical work on automotive equipment such as installing batteries and terminals, repairing and adjusting lights, and electrical systems;
- Maintain records on all maintenance and repair of vehicles and equipment; maintain an inventory record or parts and shop supplies;
- Keep shop work area, tools, and equipment clean, organized, and secure;
- Keeps equipment available for use by inspecting and testing; completing preventive maintenance such as but not limited to; replacing filters, belts, hoses, spark plugs, lights, fuses and fluids;
- Maintains vehicles and equipment in functional condition by listening to operator complaints; conducting inspections; diagnosis engine failures; recommend correct course of action to address problems; replacing parts and components; repairs in-house or outsourcing;
- Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- Maintains vehicle appearance with minor body repairs;
- Performs other duties as assigned.

Required Knowledge and Abilities:
- Ability to express ideas clearly and concisely
- Ability to apply rules and regulations as they relate to job duties and responsibilities
- Ability to establish and maintain effective working relationships with the vendors and employees
- Ability to manage multiple projects to successful completion
- Ability to exercise good judgment in evaluating situations
- Ability to sit and/or stand for extended periods of time
- Ability to cope with detailed work and adapt to interruptions in work flow
- Ability to use assorted power/hand tools and meters in a safe and effective manner
- Ability to work independently in the absence of supervision
- Knowledge of mechanical maintenance and repair of equipment and vehicles;
Qualifications:
- Must have a High School Diploma or GED, Certification in Automotive or small engine Technology, preferred but not required.
- Must have at least two (2) years’ proven experience in mechanics work.
- Must possess a valid driver’s license in the State of Tennessee.
- Possession of or ability to obtain a CDL license within one year.
- Must be able to use device such as smart phone, I-Pad or computer.
- Any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job may be considered.

Work Environment and Physical Demands:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions.

- Work is performed mostly in workshop settings. Both indoor and outdoor work is required in the inspection of various vehicles, machinery, and equipment. The employee occasionally is exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock and vibrations.
- While performing the duties of the job, the employee is regularly required to stand, sit, walk, talk or hear; use hand to finger, handle, feel or operate objects, tool or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.
- Employee may be exposed to adverse environmental conditions, such as dirt, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, bright/dim light.
- Some tasks require the ability to perceive and discriminate colors or shades of color, sounds, depth, texture and visual cues or signals. The noise level is usually moderate to loud.
- Normal work responsibilities not only require a sighted individual (vision corrected to 20/20) for computer usage and visual inspections of vehicle, machinery and equipment maintenance, but also requires an individual with normal hearing (hearing corrected to normal ranges) for direct and telephone contact with vendors; so-workers and supervisor.
- The typical work schedule is Monday through Friday from 7:00 a.m. to 3:30 p.m.
- Participation in on-call emergency operation required.