



## VACANCY ANNOUNCEMENT

**Job Title:** Fleet Maintenance Mechanic

**Opening Date:** July 1, 2024  
**Closing Date:** Open until filled

**Salary:** \$ 19.76 – 25.69 hourly depending on experience and qualifications  
\$41,111–53,445annually

**Job Type:** Full-time with benefits

**Department:** Public Works/Fleet Maintenance Division

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### SUMMARY

Perform preventative maintenance and mechanical repairs on City vehicles, including tune-ups, major engine repairs, and the repair of diesel and hydraulic systems. Incumbent will perform heavy and light maintenance on construction equipment.

**NOTE:** Applicant must have own toolbox with appropriate tools or must acquire them (i.e., wrenches metric and SAE, screwdrivers, pliers, OHM and Voltmeter, pry bars, shallow and deep metric, and SAE socket sets - 1/4, 3/8, and 1/2 drive). The City will provide specialty tools (i.e. scanners and lab scopes).

**Duties include but are not limited to:**

- Inspect, diagnose, and locate complex mechanical difficulties in City automobiles, trucks, and a variety of diesel and gasoline-powered maintenance and construction equipment.
- Determine the extent of necessary repairs: replace and repair faulty or damaged parts; determine repairs beyond the shop's capabilities.
- Overhaul, repair and adjust engines, transmissions, differentials, and clutches on heavy and diesel equipment.
- Repair and replace such components as generators, alternators, distributors, relays, lights, and switches.

**Education:** A high school diploma or equivalent, plus specialized training in gasoline and diesel engine mechanics, equipment, and/or repair.

**Experience:** Two (2) years of experience performing skilled automotive and equipment maintenance work, automotive/general equipment maintenance, or equivalent.

**License or Certificate:**

- Possession of or ability to obtain a valid Oklahoma Class B CDL within six (6) months of hire date.
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**ALL APPLICANTS MUST COMPLETE AND SUBMIT AN APPLICATION TO BE CONSIDERED**

Application and additional information at: <https://www.cityofmoore.com/departments/jobs>

**City of Moore is an Equal Opportunity Employer**

**City of Moore**  
**Fleet Maintenance Mechanic**  
**Job Description**

**Job Code:** 48  
**Exempt:** No  
**Department:** Public Works  
**Reports To:** Fleet Maintenance Supervisor  
**Location:** Fleet Maintenance Center  
**Date Prepared:** January 15, 2016  
**Date Revised:** February 12, 2016

**GENERAL DESCRIPTION OF POSITION**

To perform preventive maintenance and mechanical repairs on City vehicles including tune-ups, major engine repairs, and repair of diesel and hydraulic systems: and to perform heavy and light maintenance on construction equipment. Must be able to carry 24 hour on-call mechanics pager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily, about 5% of the time.
2. Inspect, diagnose and locate complex mechanical difficulties in City automobiles, trucks and a variety of diesel and gasoline powered maintenance and construction equipment. This duty is performed daily, about 5% of the time.
3. Determine extent of necessary repairs: replace and repair faulty or damaged parts; determine repairs beyond the shop capabilities. This duty is performed daily, about 30% of the time.
4. Overhaul, repair and adjust engines, transmissions, differentials and clutches on heavy and diesel equipment. This duty is performed daily, about 5% of the time.
5. Tune up engines, replace ignition parts and clean, rebuild and adjust carburetors and injector systems. This duty is performed daily, about 5% of the time.
6. Repair hydraulic systems on a variety of equipment; perform rear-end and rear-axle repair on vehicles.( i.e.: garbage truck, sludge hauling equipment, backhoes, dozers, tractors, police cars, dump trucks, and pick-ups.). This duty is performed daily, about 5% of the time.
7. Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment. This duty is performed daily, about 5% of the time.
8. Repair and replace such components as generators, alternators, distributors, relays, lights and switches. This duty is performed daily, about 5% of the time.

9. Perform preventative maintenance on all vehicles and equipment. i.e. Garbage trucks, vector. This duty is performed daily, about 5% of the time.
10. Repair damaged bodies, fenders and related equipment; weld and use of cutting torch. This duty is performed daily, about 5% of the time.
11. Maintain work, time and material records. This duty is performed daily, about 5% of the time.
12. Maintain shop cleanliness; repair shop equipment as necessary. This duty is performed daily, about 5% of the time.
13. Clean vehicles and equipment. This duty is performed daily, about 5% of the time.
14. Repair ice and snow removal equipment; such as spreaders and conveyor systems. This duty is performed daily, about 5% of the time.
15. Change, mount & balance car tires. This duty is performed daily, about 5% of the time.
16. Good attendance is required.
17. Perform any other related duties as required or assigned.

**INITIATIVE AND INGENUITY**

**SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

**PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

**DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

**MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

**SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

No supervision.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

**ACCURACY**

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

**ACCOUNTABILITY**

**FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

**ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

**IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

**PUBLIC CONTACT**

Occasional contacts with patrons on routine matters.

**EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

## **WORKING CONDITIONS**

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts; frequently exposed to fumes or airborne particles, toxic or caustic chemicals, vibration; and occasionally exposed to work in high, precarious places, risk of electrical shock. The noise level in the work environment is usually loud.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms; and frequently required to walk, stoop, kneel, crouch, or crawl, talk or hear; occasionally required to sit, climb or balance, taste or smell. The employee must frequently lift and/or move up to 50 pounds; regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

Knowledge of:

- Tools, equipment and procedures used in the overhaul, repair and adjustment of gas and diesel-powered equipment
- Tire machines and balancers
- Verifiable training on use of modern day scan tools and lab scopes, also the ability to understand the information gathered by them
- Operation and care of internal combustion engines
- Safe work practices
- Preventive maintenance techniques
- Operation and maintenance of light and heavy equipment
- Diesel and hydraulic systems and their maintenance and repair

- Operating and repair characteristics of the full range of City-owned equipment

Ability to:

- Work independently in the absence of supervision
- Available to carry mechanics 24 hour on-call pager
- Read sketches, schematic, and diagrams and interpret repair manuals, and follow supervisor, or appointed persons instructions
- Perform a full range of mechanical work including the troubleshooting of equipment and vehicles for both major and minor repairs
- Accurately determine mechanical repair needs and estimate the costs and time of repairs
- Establish and maintain effective working relationships with those contacted in the course of work

### **EDUCATION AND EXPERIENCE:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience performing skilled automotive and equipment maintenance work.

Education:

Equivalent to a high school diploma, along with specialized training at an accredited college/university/vocational school or similar school in gasoline and diesel engine mechanics, equipment, and repair

License or Certificate:

Possession of, or ability to obtain, a valid Oklahoma driver's license

Class B CDL within six (6) months of employment

\*Applicant must have own toolbox with appropriate tools or must acquire them. (i.e., wrenches metric and SAE, screwdrivers, pliers, OHM and Voltmeter, pry bars, shallow and deep metric & SAE sockets sets 1/4, 3/8, and 1/2 drive)

City will provide specialty tools (i.e. scanners, lab scopes)

### **WORKING CONDITIONS**

Environmental Conditions:

Involves moderate risks and discomforts such as a high level of noise and vibrations when working near heavy equipment or machinery; dirt, dust and grease; moving parts or objects; and irritants odors and chemicals. Special safety precautions are required and protective clothing or gear may be required.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing for prolonged periods of time; general manual dexterity is required. Must be able to perform attached essential job functions.

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## TASK DESCRIPTION

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Fleet Mechanic must place tires on racks, place tires on balancers, transfer cylinders, suspension components, and other mechanical parts to and from vehicles being repaired, Requires vertically transferring parts weighing up to 52lbs, from 12in to 54in, up to 30 times in an hr

Fleet Mechanic must place tires on racks, place tires on balancers, transfer cylinder, suspension components, and other mechanical parts to and from vehicles being repaired. Requires horizontally transferring items weighing up to 52lbs, 30 times in an hr, a distance of 10ft without mechanical assistance

Fleet Mechanic must transfer items such as oil absorbent, tools, engine parts, suspension parts, and other items for vehicle repair. Requires horizontally translating items weighing up to 25lbs, 2 times in an hr, a distance of 50ft without mechanical assistance

Fleet Mechanic must transfer equipment such as welding tanks, jacks, and engine pullers to and from work areas. Must horizontally transfer items requiring a force of up to 20lbs