

# CITY OF HELENA



**Position Title: Fleet Coordinator/Mechanic**

**Department: Public Works**

**Division: Fleet**

**FLSA: Non-Exempt**

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

The purpose of this position is to provide leadership and first line supervision to the staff of the city shop while also completing the duties of the Mechanic/Welder position within the Fleet Services Division while This position will, under general direction, lead, plan, coordinate and participate in the activities and operations of the Fleet Services Division within the Public Works Department; coordinate assigned activities with other divisions for vehicle maintenance, purchase and disposal, outside agencies and the general public; and provide administrative support to the Streets, Traffic and Fleet Services Superintendent. The position is responsible to ensure responsive, efficient and quality service is provided by the employees of the division. This position's duties and responsibilities are to be shared between the operational demands associated with being a Mechanic/Welder and the supervisory/managerial expectations of the Fleet Coordinator.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

## **Fleet/Shop Coordinator Responsibilities**

The position provides operational oversight to the Fleet shop; plans, schedules, coordinates and evaluates the work of subordinate staff; serves as primary contact person between shop and equipment user departments regarding vehicle maintenance, modifications and repair; determines schedules, sequences, and assignments for work activities; plan work procedures; inspects, tests, and measures completed work; maintains all equipment repair and maintenance records; writes service orders, schedules work and monitors scheduled maintenance; orders and maintains parts inventory; acts as purchasing agent for fuel and inventory; purchases and maintains two-way radio communications equipment; maintains safety and training records; prepares bid specifications; ensures that new equipment meets bid specifications; participates in annual shop budget preparation; monitors expenditures; determines vehicle replacement schedules; and manages city's automated fuel system.

This position ensures that the shop is maintained in a clean and orderly condition; evaluates equipment performance on an ongoing basis and proposes changes or modifications in order to better meet department needs; continually monitors shop operations for unsafe working conditions or practices; determines need and recommends updated safety equipment to administration, utilizing proper usage; and attends meetings, schools and seminars to further knowledge and maintain expertise.

## **Mechanic/Welder Responsibilities**

This position performs routine and complex journeyman level diagnostics, repairs and maintenance on all aspects of city vehicles and motorized and non-motorized equipment, ranging from, but not limited to, vehicles and equipment listed above; determines the extent of all equipment repairs and level of action to be taken (repair or replacement) for safe and proper operability, to maintain cost effectiveness, and maximize serviceable life of equipment and components; performs preventive and scheduled maintenance; and provides technical expertise in diagnosing equipment problems, determining repairs needed and course of action to be taken. Position troubleshoots and repairs hydraulic and air brake

systems, electrical systems, drive trains, cooling systems, and fuel systems.

This position maintains and repairs complex hydraulic systems, (electric over hydraulic and electric over air); Must stay abreast of technology changes and design/repair practices relative to City fleet vehicles and equipment; must understand correct operation of hydraulic systems and be able to follow troubleshooting tables and test points to isolate failures; must be able to diagnose and repair on-board computer problems, downloading stored fault codes, programming, testing feedback and control circuits with laptop computers and diagnostic software, VOM meters, etc.; and must follow technical drawings, shop manuals, or other technical sources and communicate effectively with other technicians or specialists.

Incumbent must be willing to be on-call on a rotating basis and is subject to call out at any time to respond to emergencies or to meet repair demands on the road, in all weather conditions.

### **Essential Knowledge, Skills and Abilities Related to this Position:**

#### **Knowledge of:**

- The principles and operation of internal combustion engines, as well as gas, and diesel engines.
- Methods, materials, tools, and standard practices of the auto/diesel mechanics trade.
- Shop and technical manuals.
- Management and supervisory practices and procedures.
- The operation, repair, and preventive maintenance of light and heavy gasoline and diesel-powered vehicles and equipment and automotive apparatus.
- Hydraulic systems and related components.
- Electrical systems, including computerized ignition and fuel delivery systems.
- Truck and tractor trailers and related systems.
- Arc and wire feed welding, oxyacetylene welding and cutting; metal repair, fabrication, layout, stress and metal properties.
- Equipment such as, but not limited to: semi-tractors and trailers, dump trucks with snow plow and sand spreaders, front end loaders, back hoe/loaders, air compressors, water and sludge pumps, front, rear and side loading refuse trucks, grizzly loaders, sewer jet and vac trucks, road graders, hot asphalt patch and slurry seal trucks, sludge injection vehicles, street sweepers, police response units, complex fire apparatus, bucket lift trucks, light and heavy duty cars and pickups, power mowers and miscellaneous other city equipment.
- Arithmetic, algebra, geometry, calculus, statistics and their applications in this profession.
- The hazards, safety precautions/operations and use of protective clothing or gear while performing all aspects of the position including but not limited to exposure to power tools and equipment, caustic and hazardous materials, or while performing physical activities.
- Circuit boards, processors, chips, electronic equipment and computer hardware and software, including application and programs applicable to this profession.

#### **Skill or ability to:**

- Ability to overhaul, repair and maintain heavy and light equipment.
- Perform scheduled and non-scheduled equipment inspections.
- Repair and maintain truck and tractor trailers; troubleshoot, diagnose and repair vehicle systems and components.
- Use tools and equipment including, but not limited to: air tools, jacks, and hoists, mechanic's hand and power tools, all arc welding, oxyacetylene and cutting equipment, machining and metal fabrication equipment, measuring gauges and instruments, and sophisticated electronic and other diagnostic equipment including laptop computers with diagnostic software, along with various miscellaneous tools and equipment needed for this specific profession. Maintain shop records;
- Ability to use common office machines.

- Operate computer and applicable software (Windows, MS Office, GroupWise, fleet management and public works software).
- Establish and meet work priorities.
- Communicate effectively orally and in writing;
- Determine causes of operating errors and deciding best method of repair.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Start, drive, or operate equipment or devices to test performances and, troubleshoot/diagnose, detect and isolate causes of equipment failures and make required repairs.
- Must be able to respond to emergency situations and demands, calmly and efficiently.
- Maintain service records, estimate costs and materials; order parts and maintain an inventory.
- Quickly and repeatedly adjust the controls of a machine or vehicle to exact positions.
- Establish and maintain effective working relationships and communication with general public, coworkers, administration, other agencies and technical experts. Uses teamwork to obtain objectives and goals of the department.

**Physical Demands:**

The nature of the position's work involves bending, crawling, stooping, and climbing, reach over the head, talk, hear and see in order to affect repairs. Must be able to perform strenuous physical activity in lifting, carrying, and/or operating the tools, equipment and materials needed to fulfill position of mechanic/welder. Requires the ability to move or lift items weighing up to 50 to 75 pounds. The work is generally performed in or near the vehicle maintenance shops, in an environment with exposure to dust, fumes, noise, odors, grease, caustic and hazardous materials and adverse weather conditions. Has constant contact with, moving parts, electrical, high pressure and high speed power tools and special equipment.

**Safety**

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

**Minimum Qualifications (Education, Experience and Training):**

This position requires a minimum of graduation from mechanics trade school OR high school graduation or equivalent with five (5) to seven (7) years of experience as a mechanic doing overhaul, repair and maintenance work and at least one (1) year of supervisory experience. Two (2) years of technical or factory school education is preferred. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid Class A CDL with air brakes and tanker endorsement with acceptable driving record at the time of hire and have the ability to obtain a valid MT Class A CDL within six months of hire.

**Special Requirements:**

Subject to mandatory drug testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-work and follow-up basis.

**Supervision Received:**

Supervised by the Street, Traffic & Fleet Services Superintendent.

**Supervision Exercised:**

Mechanics/Welders and shop staff.