



# CITY OF BANNING, CALIFORNIA

## Fleet Maintenance Mechanic

Job Code: 4420

FLSA

[ ] Exempt

[ x ] Non-Exempt

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**JOB DEFINITION:** Under general supervision, performs work related to the repair, service and maintenance of City vehicles.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Reviews, assesses and diagnoses a variety of repair and maintenance services for City vehicles and equipment. Monitors and follows preventative maintenance schedules and procedures. Reviews maintenance records. Performs maintenance services and operations. Maintains files and records.

Performs repair and maintenance to transmissions, drive trains, electrical, hydraulic, fuel, brake, water and/or other systems. Performs mechanical repairs to gasoline, electrical and diesel engines, vehicles and related equipment. Welds, fabricates and creates braces, brackets and other necessary repair services. Conducts repair and maintenance services within the shop and/or at work sites as required. Tests, reviews and approves vehicle and/or equipment return to service. Provides input regarding vehicle and equipment replacement needs.

As required or regularly assigned, operates one or more specialized pieces of equipment. Checks vehicle prior to and following use. Performs routine pre- and post-use maintenance including, but not limited to, checking air/tire pressure, fluid levels, lights, electrical system and other areas. Cleans vehicle.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of vehicle and equipment maintenance, diagnostics, and repair concepts and techniques.
- Knowledge of the use of hand and power tools used in the maintenance and repair of vehicles and equipment.
- Knowledge of inventory control methods and techniques.
  
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in conducting vehicle inspection and problem diagnosis, general maintenance and repair.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** five (5) years of vehicle maintenance and mechanical experience.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain a class A California commercial driver license and D.O.T. medical certificate. May be required to lift and/or carry heavy, bulky supplies and PSPC

materials weighing up to 100 pounds.