

	City of Toledo Equipment Maintenance Mechanic (Fleet Service Technician) Job Description	
	Salary Range: \$4,195-\$4,884/month	Department: Public Works Dept
	Classification: FLSA Non-Exempt	Supervisor: Public Works Superintendent
	Representation: Toledo Employees' Association	Location: Public Works Shops

General Roles and Responsibilities

Performs a wide range of mechanical repairs to City vehicles, equipment, pumps, machinery, and facilities. These include, but are not limited to; engine repair (both diesel and gasoline), electric motor trouble shooting and repair, mechanical maintenance, welding, sheet metal fabrication, limited electrical repairs, and other related duties. Is also responsible for keeping efficient records of all maintenance activities and establishing and maintaining a preventative maintenance program.

Supervision Received and Exercised

- Is under the general supervision and uses independent judgment on a routine basis as directed by the Operations Supervisor
- Supervisory functions are not a normal expectation of this position. Incumbent may provide general oversight to temporary laborers as necessary

Knowledge and Skills Required

Minimum Education

- Graduation from High School or GED equivalency

Experience

- Two (2) years specialized training and/or verifiable experience and/or aptitude in motor mechanics including diesel motors/equipment, preferably in “public works operations” environment
- Five (5) years verifiable experience and/or specialized training in motor mechanics, fabrication, welding, and/or electrical systems highly desirable
- Experience with, or willingness to be trained in, small fleet management

Certifications/Licenses

- Must have valid Driver’s License or the ability to obtain one upon acceptance of the position
- Possession of [or the ability to obtain within three (3) months], a valid Oregon State Class C Driver’s License at the time of the appointment required
- Possession of [or the ability to obtain within ninety (90) days of appointment], an Oregon Class B Commercial Driver’s License with tank & air brake endorsement required
- Possession of, or the ability to obtain within a year from appointment, Oregon flagger’s certification card
- Certified Automotive Fleet Specialist (CAFS) and/or Automotive Service Excellence (ASE) certification, or the ability to obtain in a timely manner, highly desirable but not required
- Limited maintenance electrician’s license, or the ability to obtain in a timely manner, highly desirable

Knowledge of:

- Position requires an understanding of and the ability to repair machinery and equipment used in municipal operations, in particular Public Works operations. Proven ability in mechanical repair,

fabrication, welding electrical maintenance, and record keeping. Ability to work as a team member and to communicate effectively with City staff and the general public

- Position holder must be able to lift heavy objects, sit, stoop, maneuver into tight spaces, use fingers and hands with dexterity suitable for fine mechanical work, see clearly to perform duties, and wear suitable protective clothing or equipment
- Demonstrate ability to make independent decisions and sound judgment in the performance of the duties of this position. Proven ability to deal effectively with the public and city staff

Primary/Essential Responsibilities

- A. Performs trouble shooting and repair on pumps and motors at water and wastewater pump stations (including diesel powered generators)
- B. Maintains mechanical and electrical functions of Water and Wastewater Treatment Plant facilities as qualified and trained
- C. Repairs and maintains the City vehicle fleet, including Public Works, Fire, Police, and Parks and Recreation
- D. Repairs and maintains Public Works backhoes, graders, rollers, trucks, compressors, and other such construction equipment
- E. Repairs and maintains small power tools, such as mowers, weed eaters, chainsaws, and a variety of electrical, hydraulic, gasoline, and air tools
- F. Individually or as part of a crew, performs limited maintenance on City buildings and facilities
- G. Maintains written and computer records of all maintenance carried out
- H. Responsible to ensure that a preventative maintenance program for City equipment and fleet is established and implemented
- I. Maintains inventory of parts and tools
- J. Individually or as part of a team, may be required to provide maintenance to the public water, sewer, street system as trained and qualified
- K. Other duties as assigned

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Typical work week consists of five consecutive eight-hour shifts Monday through Friday 8:00 a.m. to 5:00 p.m. May be assigned to four (4) consecutive ten-hour shifts from time-to-time as determined by need and assignment.

Usual outdoor working conditions:

Occasionally required to work outside normal hours or as assigned by supervisor.

Refer to attached 'Regular Duty Physical Requirements Form' for the endurance and physical requirements typically associated with this job.

Revised: February, 2024