



JOB TITLE: Maintenance Mechanic
ASSIGNMENT: Fleet
DEPARTMENT: Maintenance
REPORTS TO: Maintenance Manager
FLSA STATUS: Non-Exempt

SUMMARY OF POSITION

This position is responsible for assisting in the maintenance of all District vehicles and mechanical equipment. Work is performed under the direction of the Maintenance Manager and Maintenance Mechanic Lead. This is a District safety-sensitive position in accordance with Arizona law and a DOT safety-sensitive position.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:

- Inspects a wide variety of gas, diesel, and electric powered automotive and specialized powered equipment, which include golf carts, forklifts, backhoes, small pumps, compressors, and various other equipment.
- Diagnose and repair on-board computer systems and sub-systems such as gas/diesel engines, ignition systems, air/electric and or hydraulic brakes, hydraulic and electrical systems, computerized engines and transmissions controls, steering components, exhaust and emissions systems, suspension systems, heating and air conditioning, etc.
- Perform preventative maintenance on vehicles and equipment and record information in Computerized Maintenance Management System (CMMS).
- Perform fabrication as needed to upfit vehicles, including welding, cutting, installing emergency lighting, installing equipment on or in the vehicle for District needs.
- Takes emergency service calls for disabled vehicles on the road or at work sites as needed.
- Operates a variety of machinery, equipment and tools associated with maintaining vehicles and equipment which may include hoists, vehicle lifts, jacks, battery chargers, air compressors, testing and diagnostic equipment, tire installation and balancing equipment, and all hand tools associated with the task at hand.
- Cleans and paints equipment, as necessary.
- Perform basic diagnostic troubleshooting.
- Responsible for maintaining all tools and equipment in safe operating condition.
- Responsible for maintaining a clean and safe work environment.
- Inventories, organizes, and maintains all spare parts and supplies so that they are readily available when needed. Initiates procurement for replacement of inventory.
- May need to respond to emergency or abnormal facility situations outside of normal work shifts.
- Drives District vehicles in accordance with District policy as needed.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of District policies and procedures.
- Proper use and disposal of hazardous materials in accordance with established guidelines.
- Skill in the use and care of tools and mechanical equipment.
- Understand and communicate, verbally and in writing, work instructions and records of repairs completed.

- Ability to understand and follow oral and written instructions in the English language.
- Ability to complete required OSHA and other safety training classes.
- Basic knowledge of software programs and applications including Microsoft Office products and web-based programs.
- Ability to work cooperatively and professionally with all other District employees, vendors and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Most work is performed in a plant/field setting, often outdoors, with occasional work done in an office environment.
- Ability to work in a wide variety of weather conditions and exposure to the elements.
- Ability to lift and move heavy objects (100 pounds) short distances (20 feet or less).
- Sufficient strength to lift objects up to 50 pounds.
- Ability to work in small, cramped spaces and comply with confined space entry procedures.
- Ability to safely drive District vehicles and operate equipment such as fork trucks, front end loaders/backhoes and aerial lift equipment.
- Ability to use common hand tools and equipment for operation and maintenance tasks such as: hammers, power drills, screwdrivers, power saws, pressure washers, etc.
- Ability to wear protective equipment as required, such as a respirator, hard hats, safety-rated steel-toed boots, and retrieval harness.
- Sufficient body flexibility, mobility, stamina, and balance to perform operation and maintenance tasks which require moderate, though not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, crawling, climbing stairs and ladders, lifting, carrying, pushing and/or pulling of objects and materials of moderate weights, walking over uneven terrain.
- Visual and muscular dexterity to operate a motor vehicle, equipment, hand tools and computer.
- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle back-up warnings.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical and operational documents, discern color-coded equipment indicators, and move over rough or unfamiliar terrain.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of power and hand tools to adjust or maintain equipment,
- Seldom sedentary and includes walking or moving.

REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE

- High school diploma or GED equivalent.
- Vocational training as an automotive mechanic.
- Maintenance Mechanic 2 requires a minimum of 2 years of vehicle repair experience and generally works under the direction of supervisory mechanics.
- Maintenance Mechanic 3 requires a minimum of 8 years of vehicle repair experience and increased skill and technical knowledge. Fleet Maintenance Mechanic 3 generally works independently and has a greater ability to troubleshoot, diagnose issues, and implement needed repairs with minimal supervision.

- Other combinations of experience and education which provide the knowledge and skills required to perform the job will be considered. Experience working on diverse equipment, such as in construction or agriculture industries, will be considered.
- Must possess or ability to obtain an Arizona Class “B” Commercial Driver’s License with tanker endorsement within 12 months of hire.
- Preferred: any level of ASE certification.

ADDITIONAL REQUIREMENTS

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening, background check and physical.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District’s Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver’s license with no major citations within the past 39 months prior to the start date is required.

EQUAL OPPORTUNITY EMPLOYER

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

DISCLAIMER

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.