

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>E750</b>
<b>FLSA:</b>	<b>N</b>
<b>WC:</b>	<b>9403</b>
<b>PG:</b>	<b>504</b>
<b>EEO:</b>	<b>8</b>

**CLASSIFICATION TITLE: FLEET MECHANIC I**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to mount and repair tires and to assist with mechanical work involving servicing, maintenance, and repair of vehicles, light/heavy equipment, maintenance equipment, and other automotive/mechanical machinery.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Repairs and mounts tires; checks air pressure level of tires; patches holes/punctures in tires; repairs/replaces damaged tires on equipment and city vehicles; rotates and balances tires.

Performs routine and preventive maintenance on vehicles and equipment: pumps fuel into vehicles; checks fluid levels and replaces fluids as needed; drains/replaces oil; cleans/replaces batteries and filters; removes/replaces belts, hoses, fuses, bulbs, blades, skids, and other parts; flushes radiators and coolant systems; replaces spark plugs and wires; lubricates mechanical parts and greases equipment; services air conditioning systems.

Tests vehicles, machinery, equipment, and parts for proper operations; conducts road tests of vehicles undergoing repair.

Operates a variety of machinery, equipment, and tools associated with repairing, maintaining and testing vehicles and equipment, which may include a motor vehicle, light equipment, hoist, vehicle lift, hydraulic jack, engine analyzer, tire machine, tire changer, battery charger, brake lathe, air compressor, pressure washer, parts washer, generator, refrigerant recovery machine, drill, drill press, metal grinder, pump, gauges, meters, diagnostic instruments, testing instruments, mechanic tools, or two-way radio.

Performs general cleaning/maintenance tasks necessary to keep tools/equipment in operable condition, which may include inspecting equipment, greasing equipment, washing/cleaning vehicles and equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Maintains a significant tire stock, informs supervisor of low stock.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; reports accidents and incidents.

Prepares or completes various forms, reports, logs, checklists, work orders, inspection records, maintenance/repair records, or other documents.

Communicates with supervisor, employees, other departments, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

## ADDITIONAL FUNCTIONS

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High School Diploma or GED; one year of experience in vehicle and equipment repair work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

## PERFORMANCE APTITUDES

**Specific Knowledge, Skills, or Abilities:** Requires knowledge of routine tire and vehicle servicing and maintenance. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, traffic hazards, or bright/dim lights.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*