



<b>Approved by:</b>	<i>Jo Kiel, Director of Human Resources</i>
<b>Date approved:</b>	<i>DRAFT</i>
<b>Job title</b>	<i>Civilian Fire Department Fleet Mechanic FLSA Status: Non-exempt Paygrade 22</i>
<b>Reports to</b>	<i>Division Chief of Fleet Services</i>

### **Job purpose**

Under the direction of the Division Chief of Fleet Services, the Fleet Mechanic is responsible for timely completion of repairs and preventative maintenance on vehicles, small engine, and tools. This shall be achieved through resolution of open OR's (Official Reports), active preventative maintenance, and affecting emergency repairs as needed.

### **Duties and responsibilities**

- Complete and maintain daily inspection work log
- Handle various materials: fuels, liquids, sprays, etc.
- Complete repairs in a timely manner.
- Work is occasionally performed in emergency and stressful situations
- Ability to be at work and on time is an essential function of this team-oriented position.

### **Qualifications**

- High school diploma or GED equivalent required
- Must maintain a valid Indiana Driver License
- Work experience in automotive or heavy equipment field is preferred
- Knowledge of the precautions necessary to work safely with vehicles and equipment
- Must obtain and maintain an EVT certifications
- Must obtain and maintain relevant manufacturer service certifications and trainings
- Must be able to learn the ability to understand automotive wiring plans and schematics
- Must be able to provide written reports on repairs and carry out verbal instructions

### **Working conditions**

The employee works in a shop and field environments with exposure to dirt, odors, and noise. Work includes heavy manual labor duties out-of-doors in extreme weather conditions as needed including wet and/or humid conditions. Work is occasionally performed in emergency and stressful situations.

Occasionally may be required to work outside of normal business hours and be willing to be on 24-hour call.

**Physical requirements**

Periods of standing for extended periods of time. While performing the duties of this job, the employee is required to walk, sit, talk, hear, finger dexterity, handle, feel or operate objects, tools, or controls, reach with hands and arms, and bend over. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move 30 pounds solely and 100 pounds with assistance, 20 pounds over head, and push and pull up to 100 pounds.

**Direct reports**

None.

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<b>Employee Signature:</b>	
<b>Date:</b>	
<b>Print Name:</b>	