



City Of Tavares
Position Vacancy Announcement
November 30, 2015

Position Title: Fleet Maintenance Technician
Salary Range: \$26,250 – 39,375
Posting Number: 386
Closing Date: Open Until Filled

GENERAL DESCRIPTION:

Skilled work in the general and major repair of City vehicles and equipment. Work is performed under the general supervision of the Fleet Maintenance Manager.

ESSENTIAL JOB FUNCTIONS:

1. Performs mechanical and service work on all City vehicles and equipment. Work to include but not limited to: steering; brakes; tires; electric; tune-ups; carburetors/FI; drive train.
2. Repairs and maintains City equipment.
3. Repairs and maintains City marine vessels.
4. Pick up and deliver vehicles to various vendors and City departments.
5. Maintains a positive and professional attitude toward their respective job and fellow employees.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of construction, assembly, adjustment and maintenance involving motorized vehicles and equipment.
2. Operate and maintain the necessary hand, power and shop tools, including equipment, common to the field.
3. Understand and follow oral and written instructions.
4. Communicate effectively both orally and in writing with a diverse workforce and community.
5. Ability to diagnose worn or broken parts on City vehicles and equipment.
6. Ability to perform a variety of job specific operations in the maintenance and repair of City vehicles and equipment including but not limited to: pumps, electric, brakes, air conditioning, cooling, exhaust, front end and clutch assemblies.
7. Skill in applying methods and techniques used in the diagnosis, troubleshooting, overhaul, maintenance and repair of diesel, gasoline and alternate fuel powered vehicles and related equipment.
8. Knowledge of OSHA and City requirements for safe work methods and operations.
9. Ability to work rotating shifts including weekend duty and emergency call-out.
10. Ability to use computer applications pertaining to assigned work responsibilities.

EDUCATION AND EXPERIENCE:

1. High school graduation or possession of an acceptable equivalency diploma.
2. At least four (4) years mechanical experience in the automotive/truck repair field.
(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

1. Must possess a valid Class "A" Commercial Florida Driver's License.
2. ASE certified

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Heavy lifting and carrying (45 pounds and over)
- Reaching, climbing, pulling, pushing, walking, standing, crawling, kneeling, bending, balancing and stooping
- Distinguish colors
- Safely drive and operate City vehicles
- Safely operate City equipment

ENVIRONMENTAL CONDITIONS:

- Works inside and outside with exposure to the following but not limited to: noise, dust, various weather conditions, fumes, grease, oils, solvents, electrical energy
- Slippery and/or uneven surfaces
- Works in close proximity with moving objects and vehicles

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

The City Of Tavares is an Equal Opportunity and an E-Verify Employer. Qualified individuals with disabilities are encouraged to apply and will be reasonably accommodated. Veterans' Preference offered on initial hire per Florida Statute 295. Women and minorities are encouraged to apply. Selected applicants receiving a conditional offer of employment are subject to a criminal, driver, education and employment background check, drug screen, polygraph test, psychological test and medical examination. To apply, a City of Tavares employment application or resume with a minimum of ten (10) years complete work history must be submitted to City of Tavares Human Resources no later than 5:00 p.m. on the closing date (if mailed, it must be postmarked no later than the closing date). Internal candidates must submit a completed City of Tavares internal position application to Human Resources no later than 5:00 p.m. on the closing date (if mailed, must be postmarked no later than the closing date). Internal position applications are available in Human Resources. Minimum qualifications are subject to change pending approval of job description(s). Equivalent combination of related training and experience may be considered. The City of Tavares reserves the right to fill positions prior to the closing date. All positions are regular full-time unless otherwise noted.

