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Job Title	R&B Mechanic III	Job Code	Job Grade
Reports to		Position #	FLSA Code
Department		Location Code	SIC Code
Division		CS Code	EEO Code

Summary of Functions:

Performs advanced-level motor vehicle maintenance and repair work. Work involves repairing or replacing worn or broken parts; performing preventive maintenance activities; and servicing motor vehicle equipment and related gasoline, diesel, or alternative fuel engine-powered equipment. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Performs all work in compliance with established work schedules, methods and safety procedures and practices. Work is performed in a shop or in a field environment via mobile service truck.

Distinguishing Characteristics:

This is the third in a series of three equipment mechanic-related job classifications within this job family. This class is distinguished from the Level I & II Fleet Mechanic by greater freedom to act, periodic project lead responsibilities and a licensure requirement. This classification is distinguished by the maintenance and repair work on heavy motor vehicles and equipment and by the experience and serving as a lead worker to other mechanics. This classification will require a flexible work schedule in order to meet the needs of the department.

Management Scope: Not a supervisor but leads the work of other mechanics.

Duties and Responsibilities

% of Time

Essential / Non-Essential

1. Services, inspects, diagnoses, and repairs heavy motor vehicles and equipment in accordance with preventive maintenance schedules or unscheduled repair work, such as tune-ups, basic and extensive brake jobs, rear end, front end, fuel system, electrical systems, ignition system, engine overhaul, tire repair and mounting, hydraulic systems, rebuilding carburetors, starters, and engines.
2. Coordinates daily activities and events assigned by the Fleet Mechanic Supervisor.
3. As directed leads department employees, including assigning and reviewing work; responsible for timecards, training, providing input on performance evaluations, and making recommendations on hiring, terminating, and disciplining personnel.
4. Motivates and works with employees to correct deficiencies.

5. Repairs drive trains, including engine overhauls, transmission rebuilds, and clutch replacements.
6. Repairs and maintains vehicle air conditioning units and cooling systems, including radiators, compressors, water pumps, thermostats, belts, etc.
7. Troubleshoots and repairs vehicle ignition and electrical systems, including wiring, solenoid relays, alternators, etc.
8. As assigned substitutes for immediate supervisor or co-workers during temporary absences by performing delegated duties sufficient to maintain continuity of normal operations.
9. Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual efforts.
10. Performs other job-related duties as assigned.

Minimum Qualifications

Education, Experience and Training:

Graduation from an accredited high school or GED Program **AND** Six (6) years of work-related experience.

OR;

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Must possess and maintain a valid class A or B CDL with an acceptable driving history.

Requires Texas vehicle inspector license.

Requires FEMA NICS 100, 200, 700 and 800 certifications.

Preferred:

- * Welding experience.
- * Automotive Service Excellence (ASE) Certification.
- * Three (3) years of diesel engine experience, training, or Certification.

Knowledge, Skills & Abilities:

Knowledge of:

- * Advanced mechanical process and techniques used in the inspection, repair and maintenance of gasoline and diesel automotive equipment and construction machinery.
- * Advanced knowledge on the inspection, process and repairs of automotive and heavy equipment HVAC systems.
- * Advanced knowledge of the construction, operation, and maintenance of light, medium, and heavy-duty motorized equipment.
- * Advanced knowledge and the processes to inspect and repair hydraulic and electrical equipment.
- * Demonstrated efficient use diagnostic equipment and software.
- * Computer equipment to include word processing, spreadsheets, databases, and a variety of software packages.
- * Federal, State, Local and County applicable laws, rules, regulations, guidelines; and applicable automotive/equipment standards and procedures.

Skill in:

- * Using and caring for equipment, tools, and materials.
- * Applying proper and applicable safety practices, procedures, and regulations.
- * Explaining complicated problems in simple non-technical language.
- * Calculating estimates of time, labor and quantities of materials needed.
- * Diagnosing problem and determine appropriate service or repair.
- * Read and understand automotive repair and installation manuals.
- * Troubleshoot, diagnose, and repair equipment with accuracy and speed.
- * Establish and maintain effective working relationships with co-workers and superiors.

Ability to:

- * Diagnose problems and determine appropriate service or repair.
- * Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- * Maintain accurate records.
- * Work efficiently, both independently and as part of a team.
- * Reason and make judgments and decisions.
- * Manage time well, perform multiple tasks and organize diverse activities.
- * Communicate effectively both orally and in writing.
- * Demonstrate leadership and ability to deliver efficiency and quality at the highest of standards.
- * Schedule work and available resources to complete the work.
- * Establish and maintain effective working relationships with those contacted during the course of work.
- * Demonstrate regular and reliable attendance.

Physical/Environmental Requirements and Other Information:

Physical requirements include the ability to lift/carry up to 60 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending for extended periods of time, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with exhaust fumes, volatile chemicals, and hazardous substances. Subject to contact with dangerous machinery, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, tools, or machinery, indoors/outdoors in all types of weather (excessive heat and cold). Requires the use of Personal Protective Equipment as required by job circumstances.

(YOUR COUNTY NAME) employees play an important role in business continuity. As such, employees may be assigned to business continuity efforts outside of normal job functions.