JOB OVERVIEW

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Fleet Maintenance Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Public Works</td>
</tr>
<tr>
<td>Location</td>
<td>601 W Hickman</td>
</tr>
<tr>
<td>Reports To</td>
<td>Director of Public Works</td>
</tr>
<tr>
<td>FLSA Category</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>EEOC Category</td>
<td>Skilled Craft</td>
</tr>
<tr>
<td>Pay Group</td>
<td>24</td>
</tr>
<tr>
<td>Pay Range</td>
<td>$49,608 - $71,926</td>
</tr>
</tbody>
</table>

GENERAL JOB DESCRIPTION

To manage, schedule and perform all phase of routine and preventive maintenance to city-owned vehicles and equipment. Performs vehicle and equipment maintenance and repairs. Schedule preventative maintenance and unscheduled vehicle repairs for all city vehicles and oversees outsourcing major repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Maintains, services and repairs vehicles and engine equipment of the city including both gasoline and diesel powered.

Manages repair parts inventory.

Diagnoses causes of equipment malfunction and services equipment as needed.

Replaces or repairs worn, broken or malfunctioning parts.

Tunes and adjusts parts and settings to that vehicle operates at the optimum performance level.

Performs tractor and small engine repairs (gas and diesel).

Communicates with various departments in diagnosing engine/equipment repair needs.

Identifies repair needs and orders needed maintenance and replacement parts.

Retrieves needed parts and components from parts store.
Completes work orders and vehicle maintenance reports.
Ensures adherence to established preventive and annual maintenance schedules.

Utilizes a variety of reference materials in performing tasks (i.e., service manuals, equipment manuals, parts data).

Utilizes various standard mechanics handheld and power tools, we well as diagnostic meters and instruments.

**EDUCATION & EXPERIENCE**

High School Diploma or GED

Five (5) years or more of supervised work as a mechanic, or an equivalent combination of education, training, and experience.

**LICENSES & CERTIFICATES**

Possession of a valid driver’s license.

**KNOWLEDGE, SKILLS & ABILITIES**

**Knowledge of:**

Repair principles, practices and techniques for automobiles, trucks, heavy equipment and fire and safety vehicles/equipment.

N.F.P.A. standards and manufacturers requirements.

Operational characteristics of various equipment and tools used in the overhaul, repair and adjustment of gas and diesel-powered equipment.

Procedures of preventative maintenance related to automotive, heavy truck and construction equipment.

Principles and procedures of complex hydraulic air, pneumatic and electrical systems.

**Skill in:**

Making observations.

Communicating with others.

Reading and writing.

Monitoring assigned activities and operations.

Operating assigned equipment.

**Ability to:**

Communicate clearly and effectively, both orally and in writing.
Diagnose, repair, and maintain electrical and mechanical equipment, automobiles, trucks, and construction vehicles/equipment.

Accurately determine mechanical repair need and estimate cost and time of repairs.

Read and understand manuals, blueprints, and electrical and hydraulic schematics.

Operate a variety of equipment related to the performance of equipment services.

Follow both written and oral instructions.

Drive city vehicles, trucks, and other moving objects.

Maintain a variety of shop and repair records.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

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