

SENIOR FLEET MECHANIC

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DEFINITION

Under general supervision, performs advanced mechanical, electrical, and electronic diagnostic and repair work on a wide variety of gas, diesel, hybrid, and electric fleet equipment works with and assists in supervising mechanics in connection with major and minor mechanical repairs and maintenance on a wide variety of gas and diesel fleet equipment including motor vehicles, construction equipment, power equipment, electric vehicles, and specialized apparatus. Provides lead direction, coordinates vendor services, manages fleet maintenance software data, and performs related duties as required. and other machinery and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

The Senior Fleet Mechanic is the advanced journey-level classification in the Fleet Mechanic series. Incumbents perform the most complex mechanical, electrical, electronic, and hydraulic diagnostic and repair work on the full range of City vehicles and equipment, including fire apparatus, police vehicles, heavy construction equipment, and hybrid/electric vehicles. This classification is distinguished from Fleet Mechanic by its responsibility for leading, training, and reviewing the work of other staff; performing highly complex, specialized repairs; coordinating vendor and warranty services; and supporting compliance and fleet management documentation.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Inspects, diagnoses, tunes ~~up~~, and repairs a full range of fleet equipment including automobiles, trucks, motorcycles, sweepers, emergency vehicles, hybrid/electric vehicles, and other mechanical equipment in city service.
2. Repairs transmissions, differentials, electronic fuel systems, carburetors, distributors, fuel pumps, steering systems, starters, generators, universal joints, and hydraulic systems, EV drivetrains, and related vehicle systems; aligns wheels; installs and adjusts brakes; performs body and frame repairs, straightens and paints bodies, fenders and frames; installs batteries, tires, wiring and glass.
3. Maintains and repairs emergency vehicles and equipment, including installing sirens, lights, and other equipment; repairs firefighting apparatus, including engines, power transmission systems and high pressure hydraulic and water pumps and valves.
- ~~4. May do machining or welding work in making fittings used in automotive equipment; may do occasional automotive painting or body and fender repair work.~~
- ~~45. Maintains repair records, warranty documentation, compliance schedules, orders, and timekeeping of repairs made, orders and time worked.~~
- ~~6. _____~~
5. Makes emergency repairs out of the shop as required.
- ~~67. Drives and operates specialized vehicular equipment.~~
- ~~78. Assists in the supervision, training and work scheduling of assigned staff; instructs employees in difficult work and spot checks work in progress; directs and monitors the work of assigned staff in the absence of the Fleet Maintenance Supervisor. Provides lead supervision, training, work coordination, skill assessment, and quality review for mechanics and support staff; assigns and prioritizes work orders based on staff skill level, training, and workload; assists Fleet Mechanics with complex diagnostic and repair issues; monitors shop workload and operational efficiency; identifies training needs and coordinates staff development opportunities.~~
8. Evaluates and determines whether repairs and maintenance work should be completed in-house or outsourced based on staff capability, workload, equipment, and cost effectiveness; coordinates and negotiates with outside vendors regarding repair quality, timelines, costs, and warranty-covered repairs.

9. Monitors fleet performance, repair history, and maintenance trends to identify recurring mechanical issues and implement proactive and preventative maintenance strategies to reduce downtime, extend equipment life, and control repair costs.
10. As directed, makes recommendations to the Public Works Supervisor regarding supplies and equipment for inclusion in the division operating budget.
11. Oversees the work of and provides lead direction to assigned staff.
12. Assists the supervisor with evaluation of employee performance of assigned personnel.

Other Duties:

13. Performs related duties as assigned.

WORKING CONDITIONS

- Regular exposure to noise, dust, fumes, grease, oil, fuel, and solvents.
- Work around moving mechanical parts and heavy equipment.
- May work in confined spaces or awkward positions.
- Occasional outdoor work in varying weather conditions.
- Frequent use of hand tools, power tools, diagnostic equipment, and vehicle lifts.
- Willingness to work extended hours and respond to emergency call-outs.

PHYSICAL DEMANDS

- Frequent standing, walking, bending, stooping, kneeling, and reaching.
- Climbing ladders, equipment, or vehicle surfaces as needed.
- Lifting, carrying, pushing, and pulling up to 50 pounds; heavier loads with assistance or mechanical aids.
- Manual dexterity and hand-eye coordination to operate tools and diagnostic equipment.
- Adequate vision, including color vision, for inspections and diagnostic work.
- Ability to hear mechanical cues and communicate in a noisy environment.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: High School Diploma, GED, or equivalent ~~Graduation from high school~~ and completion of an approved automotive mechanic apprenticeship.

Experience: ~~Three-Four~~ years of journeyman automotive mechanic experience in the servicing, maintenance and repair of a wide variety of automotive and power equipment.

Knowledge

Knowledge of the theory, care and operation of internal combustion engines; light and heavy construction and maintenance equipment and automotive apparatus.

Ability

Ability to effectively direct and monitor the work of assigned staff; train subordinates in all phases of engine and equipment repair; make various types of mechanical repairs; use a variety of equipment repair tools; diagnose mechanical troubles and determine appropriate maintenance work; operate specialized vehicular equipment; maintain records; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Special Requirements

~~Willingness and/or ability to respond to after hours emergency calls as required.~~

Other Requirements

Possession of a valid Class B State of California Driver's License (or possession of a valid Class C license at the time of employment and the ability to obtain Class B within six months of employment) and a satisfactory driving record as conditions of initial and continued employment. Employees in positions requiring a Class BA license are subject to provisions of the Department of Transportation's drug and alcohol testing program.

r: ~~12/9/2025~~7/15/2026

Human Resources Department