

## **FLEET MECHANIC TRAINEE**

<b>Job Code</b>	<b>Pay Grade</b>
<b>12980</b>	<b>CL7</b>

### **Nature of Work**

This is trainee level mechanical work performing basic to routine tasks in the maintenance and repair of light to heavy duty, gasoline and diesel fueled equipment such as automobiles, trucks, tractors, graders, draglines, mowers, pumps, generators and compressors. Upon successful completion of a 2 year training program and demonstration of skills proficiency at the end of this period, the employee may be promoted. Failure to successfully complete the training program will result in separation from the county. An employee in this class works under direct supervision applying mechanical knowledge and performing tasks to diagnose, repair, and service equipment units. Duties are performed with increasing independence as competencies and proficiencies are obtained, learned, and applied when completing tasks and assignments. The position reports to a supervisor or designee.

### **Minimum Qualification Requirements**

- 6 months of work experience in the maintenance and repair of automotive or other mechanical equipment; or
- An equivalent combination of education, training and/or experience.

### **Appointing Authority may also Require**

- Florida Driver's License or Florida Commercial Driver License (CDL) and any required endorsements within 1 year of employment.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Must complete and obtain A.S.E. certifications in the repair and maintenance of brakes, steering and suspension for either heavy trucks or automobiles within 2 years of starting training program.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### **Illustrative Tasks (These are examples and are not all inclusive.)**

- Inspects, diagnoses, and repairs engines, drive trains and steering, and braking and suspension components on automobiles, trucks and construction equipment.
- Tunes and services LPG, gasoline and diesel engines and inspects and services hydraulic, pneumatic, vacuum and electrical system components.
- Inspects, diagnoses, and repairs vehicle cooling systems and tests, services and installs starters, generators, magnetos, distributors, voltage regulators, DC motors, lights and other accessories.
- Inspects, diagnoses and services automotive air conditioning systems, including the replacement of lines, fittings, components and refrigerant.
- Inspects, diagnoses and services transmissions, universal joints and differentials and adjusts and relines brakes.
- Performs regular preventive maintenance fluid and filter changes, inspects lights and tires, and inspects, adjusts and replaces belts, hoses and lines.
- Performs related work as assigned or required.

### **Knowledge, Skills, and Abilities**

- Knowledge of the operating principles of basic electrical and mechanical systems and components found on engine-powered vehicles and equipment.
- Knowledge of the occupational hazards and safety precautions of the automotive and equipment repair trade.
- Skill in the use of tools, machines and testing instruments used in the maintenance and repair of vehicles and equipment.

## **FLEET MECHANIC TRAINEE (continued)**

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### **Knowledge, Skills, and Abilities (continued)**

- Ability to apply knowledge of equipment operating principles to diagnose and correct basic malfunctions in vehicles and equipment.
- Ability to use manuals and schematics in servicing vehicles and equipment and ordering parts.
- Ability to use Computerized Maintenance Management System (CMMS)

For official use only

Revised	EEOC Code	Overtime Code
4/14	Skilled Craftsman	Classified