



# Unified Government of Cusseta-Chattahoochee County, Georgia

## Fleet Mechanic

**Department –** Public works

**Reports to –** Public Works Director

**Does this position have any direct supervisory responsibilities?** ☒ No ☐ Yes

**If yes, please list the positions reporting to this position:**

### Essential Duties and Responsibilities:

- + Receives, reads, interprets documents and closes work orders.
- + Performs complex diagnostics on all vehicle systems.
- + Determines appropriate maintenance and repairs on all vehicle components that include, but are not limited to brakes, engine components, transmissions, suspension components, steering components, coolant systems, air conditioners, lifts, fuel systems, exhaust systems and vehicle electrical systems, and other components on gasoline and diesel-powered engines
- + Receives works orders, inspects according to state standards, performs complex diagnoses and repairs within predetermined time standards
- + Performs service road calls
- + Accurately diagnoses the issue while using required safety procedures
- + Accounts for all work performed on a work order and accounts for all parts and supplies used for repairs
- + Performs heavy physical labor in a variety of outdoor conditions
- + Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- + Performs other duties as assigned.

### Education and Experience:

- |                                                         |                                                                  |
|---------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> High School Diploma | <input type="checkbox"/> No experience necessary                 |
| <input type="checkbox"/> Associate's Degree             | <input checked="" type="checkbox"/> 1-2 years related experience |
| <input type="checkbox"/> Bachelor's Degree              | <input type="checkbox"/> 3-5 Years related experience            |
| <input type="checkbox"/> Master's Degree                | <input type="checkbox"/> 6-10 Years related experience           |
| <input type="checkbox"/> Doctoral Degree                | <input type="checkbox"/> Over 10 Years experience                |



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## Certificates, Licenses, Registrations, and Special Skills

- ✚ ASE (Automotive Service Excellence) OEM and EPA 609 certifications preferred

## Working Environment

- ✚ High noise environment. Exposure to high dust, dirt, grease, bright lights, dust, fuel, smoke, fumes, dirt, grease and chemicals. Requires extensive safety training and/or protective devices.
- ✚ Regular exposure to moving machinery and/or vehicles. Climbing

I have Read and understand this position description and agree to carry out all duties and responsibilities as stated herein.

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Name (please print)

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Signature

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Date