



**Position Available with the City of Marion:  
Fleet Maintenance Mechanic**

Type: Fleet Maintenance Mechanic (Full Time)

Starting Salary/Pay Range:

\$32,646 – \$35,360 depending upon experience and qualifications

The City of Marion offers a comprehensive benefit package including employer paid medical, dental, vision and life insurance; enrollment in the Local Government Retirement System; participation in 401k (the City contributes 5% of earnings with no required employee match); twelve paid holidays; and vacation, sick and wellness leave.

Posted Date:

7/19/21

Deadline to Apply:

Open Until Filled

Location:

City of Marion Public Works Department, 94 Shop Drive, Marion, NC 28752

Contact Person:

Dustin Swink, Fleet Maintenance Supervisor 828-652-4224

Mailing Address to send application:

City of Marion

Attention: Tammy Flowers, Human Resources Administrator

PO Drawer 700

194 North Main Street

Marion, NC 28752

Physical Address to drop off application:

Marion City Hall

194 N. Main Street, Marion, NC 28752

Fax Number if sending application via fax: (828) 652-1983

Email Address if sending application via email: [trose@marionnc.org](mailto:trose@marionnc.org)

**Job Summary:**

### **General Description of Duties:**

This position performs responsible skilled mechanical work on a variety of automotive, heavy equipment, and small engines in the City's garage. General duties include conducting preventive and routine maintenance and repairs on automotive, construction, and maintenance equipment. Work includes the repair of gasoline and diesel engines, small engines, motors, brakes, electrical, electronic and hydraulic systems, and tires. Work involves conducting vehicle inspections; troubleshooting electrical shorts in automotive equipment; installing batteries and terminals; repairing and adjusting lights; replacing wiring; and fabricating a variety of specialized parts for body work, especially on heavy duty equipment. The employee exercises judgment in diagnosing potential problems and malfunctions of vehicles and equipment and in determining necessary repairs. Duties include, but are not limited to:

- cleans and replaces spark plugs, installs radiator and other hoses, replaces belts; completes tune-ups; checks lights, tires, brake linings, wiper blades, horns, suspensions, etc.; changes and repairs tires; completes records of work completed.
- Checks vehicles while performing routine maintenance for worn parts and determines need for replacement and/or repair work to prevent future problems; repairs and overhauls brakes, ignition and fuel systems, electrical systems, etc.
- Diagnoses engine, electrical, exhaust, suspension, brake, lighting, transmission, and hydraulic systems; adjusts, repairs and services a variety of heavy construction equipment, trucks, cars and related equipment; may use service manuals and on-line manuals to repair equipment.
- Fabricates a variety of specialized parts for body work; especially on heavy equipment; welds aluminum, cast iron, and steel; fabricates grates and cylinders.
- Operates equipment such as engine analyzer, lift jacks, tire changers, air compressor, welding equipment, battery chargers, wrenches, cranes, air compressors and other hand tools.
- Performs electrical work on automotive equipment such as diagnosing electrical shorts, installing batteries and terminals, repairing and adjusting lights, and replacing wiring; tests electronic ignition systems and makes necessary repairs.
- Performs work in accordance with OSHA and City's safety regulations and procedures.
- Drives vehicles and equipment upon completion of repair work to determine if engine or related systems' repair solved the problem and ensures vehicle/equipment is operating correctly and safely.
- Drives to road sites to assess cause of vehicle or equipment breakdown; services and completes repairs feasible on site and/or completes in garage; drives the truck to pick up parts.
- Performs North Carolina vehicle safety inspections.
- Cleans and arranges tools and garage area; checks fire extinguishers; cleans shop area.
- Performs related duties as required.

### **Recruitment and Selection Guidelines:**

Interested candidates will be assessed on the following knowledge, skills and abilities:

- Knowledge of the methods, tools, parts and equipment used in the repair of light automotive passenger vehicles, public safety vehicles, trucks, and heavy construction and maintenance equipment.
- Knowledge of gasoline and diesel engine operation and repair.
- General knowledge of electrical, hydraulic, vacuum, and brake systems.

- Working knowledge of the occupational hazards and safety precautions related to the work.
- Skill in the use and the operations of tools and machinery used in automotive repair work.
- Ability to analyze and diagnose mechanical, electrical and other vehicle and equipment operation problems and to detect by inspection any worn or broken parts.
- Ability to read and understand service manuals and schematic drawings.
- Ability to operate and repair equipment safely.
- Ability to follow oral and written instructions accurately.
- Ability to establish and maintain effective working relationships with supervisor, coworkers and other City employees.
- Ability to use a computer to establish and maintain accurate records of work activities.

**Minimal Education, Certifications, and Licenses:**

- Graduation from high school and considerable knowledge of small engine repair/maintenance and experience in repairing automotive equipment; or an equivalent combination of education and experience.
- Possession of a valid NC Class B Commercial Driver's License or ability to obtain within specified timeframe
- Ability to obtain a NC safety inspections certification, and other certifications as required by the City.

Applications may be obtained at City Hall, 194 N Main Street, Marion, NC, or online at <http://www.marionnc.org>. The City of Marion is an equal opportunity employer.