

## **City of Covington Job Posting**

### **Fleet Maintenance Mechanic**

**Date: July 2025**

**Department: Public Works - Maintenance**

**Grade Number: 6**

**FLSA: Full-Time; Non-Exempt**

**GENERAL PURPOSE:** The Fleet Mechanic is responsible for the inspection, maintenance, diagnosis, and repair of all city-owned vehicles and equipment, including police, fire, and public works vehicles and general groundskeeping and transportation equipment. This position ensures the safe and efficient operation of the city fleet and responds to emergency repair needs as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Fleet Maintenance Manager.

**SUPERVISION EXERCISED:** None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Inspect, diagnose, and repair mechanical, electrical, hydraulic, and fuel system issues on city vehicles and equipment, including police patrol vehicles, fire apparatus, and public works vehicles.

Perform routine and preventive maintenance such as oil changes, brake repairs, tire mounting and balancing, and tune-ups.

Maintain and repair small engine equipment (e.g., mowers, chainsaws) used by various city departments.

Conduct safety inspections and ensure all vehicles meet applicable standards and regulations.

Respond to emergency breakdowns and perform field repairs as needed.

Maintain accurate records of work performed, including maintenance logs, repair orders, and parts inventory.

Assist in the procurement and inventory control of tools, parts, and supplies.

Operate city vehicles and equipment as required for testing and transport purposes.

Maintain a clean, organized, and safe work environment.

Respond to after-hours emergency calls as needed.

Performs other duties as assigned by supervisor.

**PERIPHERAL DUTIES:** May be asked to serve as a member of various employee committees.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) graduation from high school or GED equivalent, **and**
- (B) some specialized training in mechanics, maintenance, or a closely related field, **and**
- (C) considerable experience in automotive and diesel powered equipment maintenance and repair, **or**
- (D) any equivalent combination of education and experience which demonstrates the capability to perform the essential duties and responsibilities of the position.

ASE (Automotive Service Excellence) certification preferred but not required.

Necessary knowledge, Skills, and Abilities:

- (A) Thorough knowledge of the principles and practices of maintenance supervision; thorough knowledge of automotive mechanics; thorough knowledge of gasoline, CNG, diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; knowledge price trends and grades or quality of materials and equipment; thorough knowledge of the occupational hazards and safety precautions common to municipal maintenance and repair activities; considerable knowledge of the practices, methods, materials and tools used in modern equipment maintenance, considerable knowledge of computerized record keeping;
- (B) skill in operation of the listed tools, machinery, and test equipment.
- (C) Ability to establish and maintain effective preventive maintenance programs, policies and procedures; ability to carry out assigned projects to their completion; ability to diagnose problems in all automotive equipment and machinery; establish and maintain effective working relationships with employees, supervisors, vendors, and the public; understand and carry out written, oral, and diagram instructions.

**SPECIAL REQUIREMENTS:** A current, valid State Driver's license.

**DESIRED SPECIAL QUALIFICATIONS:** CDL certification desired but not required.

### **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, power hand tools and equipment, mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, telephone, mobile radio, and fax machine. OBD diagnostic computer knowledge is a must.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and walk and sit. The employee is occasionally required to hear and talk.

The employee must constantly lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds as part of team lifting methods. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually loud.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Medical evaluation (physical) and drug screen required of selected applicants.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

## **COMPENSATION AND BENEFITS**

The compensation listed in this job description is specific to this position and takes into account a number of variables. This estimated range is based on a range of factors, including, but not limited to, job duties, experience, expertise, and established grades within our organization. A reasonable annual estimate of the range for this role based on the variables previously mentioned is **\$35,963 - \$50,356 annually**. Benefits include State provided medical, dental, vision, and prescription coverage, automatic enrollment and contribution to the Tennessee Consolidated Retirement plan, tuition reimbursement offerings, and paid personal and sick leave through service accrual.

## **EEOC Statement**

*The City of Covington is committed to a policy of equal employment opportunity for all applicants and employees. The City will comply with all applicable laws prohibiting discrimination against employees and applicants for employment on the basis of race, creed, color, religion, sex, age, gender, national origin, disability, or veteran status and any other status that is now protected by applicable law or may be protected in the future. Such compliance will occur in all employment decisions and actions regarding matters such as, but not limited to, recruitment, hiring, promotions, transfers, layoffs, disciplinary action, termination, compensation, benefits, and City-sponsored training, education, and education assistance.*