

MASTER MECHANIC (BB)

CODES/PAY RANGE

Class Code: 2423

EEO Code: G

Pay Range: 405

MAJOR FUNCTION

Skilled mechanical and body work in the maintenance and repairs of all types of automotive, trucks, specialized vehicles, and construction equipment.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

LEVEL I

- Assists Level II and III technicians in completing equipment maintenance and repair tasks on sedans, trucks, heavy road construction equipment and other types of specialized vehicles.
- Performs a variety of routine repair and adjustment tasks that typically do not involve diagnosing problems or that which require in-depth mechanical knowledge and skill.
- Completes 500 hours of uncomplicated repair tasks such as safety checks, hydraulic repairs, changing belts and hoses, removal of radio equipment and vehicle cages, preparing vehicles, trucks and equipment for service, auctions, and bodywork.
- Completes 500 hours of minor preventive maintenance services including changing oil, fluids, tires, batteries, wipers and bulbs on sedans.
- Requests repair parts utilizing service manuals and records labor times through the automated maintenance management system.
- Completes two (2) years (3,100 hours) of Certified Maintenance Excellence in Fleet Management or one (1) year of Certified Maintenance Excellence in Fleet Management plus two (2) years mechanical maintenance work.
- Performs related work as required.

LEVEL II

- Performs Level I duties.
- Performs mechanical work on sedans, vans, trucks, trailers, and heavy road construction equipment and other types of specialized vehicles and equipment.
- Diagnoses and completes 1,000 hours of repairs that require mechanical knowledge and skill including repairs on three (3) major systems i.e., engine, transmissions, power train, hydraulic and undercarriage systems and its components.

- Performs 200 hours of body-related work including replacing and adjusting body components (doors, window glass and regulators, bumpers, and limited fabrication).
- Prepares sedans, trucks, and heavy road construction equipment for initial service and auction.
- Completes 600 hours of preventive maintenance services on sedans, vans, trucks, trailers, and heavy road construction equipment and other types of specialized vehicles and equipment.
- Operates various types of wrecker and equipment hauling vehicles as required.
- Proficient in utilizing the automated Maintenance Management System including ordering parts and coding labor times.
- Completes a total of three (3) years of Certified Maintenance Excellence in Fleet Management.
- Performs related work as required.

LEVEL III

- Performs Level I & II duties.
- Performs a total of 1,000 hours of maintenance tasks in Light and Heavy areas requiring advanced mechanical knowledge and skill.
- Diagnoses and completes 1,000 hours of major repairs in Light and Heavy areas that require mechanical knowledge and skill including repairs on four (4) major systems and its components i.e., engine, transmissions, power train, hydraulic and undercarriage systems.
- Performs 500 hours in or out of vehicle or equipment, overhauls and rebuilds engines, transmissions, alternators, starters, and other components.
- Performs 500 hours of emergency road repair/service to sedans, trucks, and heavy road construction equipment outside of the maintenance facilities.
- Proficient in fabrication and electric welding as required (200 hours).
- Completes a total of five (5) years of Certified Maintenance Excellence in Fleet Management.
- Completes seven (7) years of Certified Maintenance Excellence to include one (1) year

each in three (3) of the following nine (9) shops: the Light Shop, Heavy Shop, Field Service, Tomoka Landfill, Mosquito Control, Fire Services, Body Shop, Deltona, Booth.

- Performs related work as required.

LEVEL IV (LEAD WORKER)

- Performs Level I through III duties.
- Serves as lead worker over other technicians for 500 hours as directed, i.e., coordinate work with customers, schedule work, perform quality checks, and review completed work orders.
- Provides a minimum of 500 hours of maintenance-related training to other technicians.
- Serves as acting supervisor for a minimum of 500 hours.
- Performs related work as required

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the methods, materials, tools, and standard practices of the automotive mechanic's trade and in bodywork and refinishing. Knowledge of the principles and operation of gasoline and diesel fueled internal combustion engines. Knowledge of automotive electrical systems. Knowledge of the occupational hazards and safety precautions of the trade. Knowledge of the operating and repair characteristics of a wide variety of public works equipment and related machinery. Ability to diagnose trouble prior to starting repairs in automotive and other construction and maintenance equipment. Ability to understand and carry out oral and written instructions.

Skill in the use of tools, machines, and testing instruments of the mechanic's trade.

MINIMUM QUALIFICATIONS

LEVEL I

Graduation from high school or possession of a GED, and one (1) year mechanical maintenance work experience or training or experience in diesel and/or construction equipment repairs. Possess hand tools and equipment up through 3/4" air and electric power tools necessary for the performance of job duties.

Possess a valid Florida Driver's License and within six (6) months of employment, obtain and maintain current a Class "B" CDL.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

LEVEL II

Three (3) years of maintenance and/or body work experience. Possess hand tools and equipment up through 3/4" air and electric power tools necessary for the performance of job duties.

Possess and maintain six (6) current ASE certifications.

Possess and maintain current a valid Florida Class "B" CDL with hazardous and tanker endorsement.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

LEVEL III

Four (4) years mechanical and/or body and refinishing work experience or training. Possess hand tools and equipment up through 3/4" air and electric power tools necessary for the performance of job duties.

Possess and maintain current a valid Florida Class "A" CDL with hazardous and tanker endorsement.

Possess and maintain a current ASE Master Certification or two (2) year Associates Degree from accredited college or Technical Institute.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

LEVEL IV (LEAD WORKER)

Five (5) years mechanical and/or body and refinishing work experience or training.

Completion of one (1) additional training course/seminar offered in-house or from a Community College, vocational school or sedan or truck dealer/retailer in the area of supervisory training.

Possess and maintain EVT/ARF Certifications.

Possess and maintain Customer Service ASE.

ADA REQUIREMENTS

Physical Demands: Medium to heavy work. Ability to see, hear, stand, lift (50 lbs.), crouch, crawl, handle (seize, hold, grasp), feel, climb, push, pull, kneel, reach, twist; manual dexterity.

Environmental Demands: Inside and outside work. Ability to tolerate inclement weather including heat, humidity, cold, rain. Exposure to chemicals, odors, fumes, grease, dust, noise/vibration. May be exposed to welder flash.

Mental Demands: Ability to read and comprehend directions, instructions, safety instructions, procedures, memos, technical manuals and journals, and work orders. Ability to perform shop math and general mathematical functions. Ability to write instructions, summaries, reports relaying information, detail, and ideas. Ability to speak clearly and concisely.

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