



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## FLEET MECHANIC

### General Statement of Duties

Performs responsible skilled mechanical work on a variety of light, medium, and heavy automotive, construction, and specialized equipment.

### Distinguishing Features of the Class

An employee in this class performs journey level work as a skilled mechanic in the Town's garage. The employee conducts preventive maintenance and repairs on automotive, and light and heavy-duty equipment. Work includes the repair of gasoline and diesel engines, motors, brakes, electrical and hydraulic systems, and tires. Work also includes ordering necessary parts and supplies, and maintaining records of purchasing, and maintenance and repair activities. The employee exercises judgment in diagnosing malfunctions of vehicles and equipment and determining necessary repairs. Employee is subject to hazards of automotive mechanic work including working in both inside and outside environments, and exposure to various hazards such as noise, vibrations, moving mechanical parts, electrical currents, dusts, mists, fumes, odors, and oil. Work is performed under general supervision and is evaluated through observation while in progress and inspected upon completion.

### Duties and Responsibilities

#### Essential Duties and Tasks:

- Performs preventive maintenance and repair on a variety of vehicles and equipment including automobiles, tractors, heavy construction equipment, and landscaping equipment.
- Makes necessary repairs and adjustments, replaces worn or defective parts.
- Establishes and maintains preventive maintenance schedules and notifies vehicle drivers; performs scheduled preventive maintenance on vehicles and equipment such as tune-ups, checking lights, tires, brake linings, wiper blades, horns, suspensions, etc.
- Repairs motors, transmissions, rear ends, electrical systems, hydraulic systems, and related work.
- Operates equipment such as lift jacks, tire changers, air guns, battery chargers, wrenches, cranes, air compressors, welding units, and other hand tools.
- Lubricates, repairs and replaces parts and filters; cleans and replaces spark plugs, installs radiator hoses, and replaces belts.
- Changes, repairs, and replaces tires; replaces and checks brakes, replaces hoses, etc.
- Performs work on electrical, exhaust, transmission, brakes, and hydraulic systems.
- Orders, stocks, and maintains accurate inventory of parts and tools.
- Prepares work orders and records of maintenance and repair activities; maintains warranties and

other related documents.

- Orders parts, materials and supplies; identifies cost effective purchasing methods.
- Identifies vendors for contracted repairs and inspects work for quality.
- Test drives vehicles and equipment.
- Fabricates and welds parts as needed.

#### Additional Job Duties:

- May perform North Carolina vehicle safety inspections.
- Performs related duties as required.

### **Recruitment and Selection Guidelines**

#### Knowledge Skills and Abilities:

- Considerable knowledge of the methods, tools, parts and equipment used in the repair of light automotive passenger cars, trucks, and heavy construction and maintenance equipment.
- Considerable knowledge of gasoline and diesel engine operation and repair.
- Considerable knowledge of electrical, hydraulic, vacuum, and brake systems.
- Considerable knowledge of safety hazards and precautions related to the work.
- Working knowledge of the application of information technology applicable to the job.
- Some knowledge of the organization's budgeting and purchasing procedures.
- Skill in the use and the operation of tools and machinery used in automotive repair work.
- Ability to detect by inspection any worn or broken parts.
- Ability to understand service manuals and schematic drawings.
- Ability to operate vehicles safely.
- Ability to follow instructions accurately.
- Ability to establish and maintain effective working relationships with co-workers and other departments.
- Ability to establish and maintain accurate records of work activities.

#### Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or 20 pounds of force constantly to move objects.
- Must possess the visual acuity to perform mechanical non-repetitive work, distinguish the work performed at an arm's reach, and read diagrams and repair manuals.

#### Desirable Education and Experience:

Graduation from high school supplemented by coursework in mechanical and/or electrical trade skills, and considerable experience in repairing automotive and power driven equipment; or an equivalent combination of education and experience.

#### Special Requirements:

- Ability to obtain a valid Class B North Carolina Commercial Driver's License within six months of hire.
- May require possession of North Carolina safety inspections certification.

The hiring range for this position is 36,000-41,000.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application*. It is preferred that all completed and signed Employment Applications be submitted via email to [lblanton@selma-nc.com](mailto:lblanton@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.