



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Senior Fleet Mechanic
DEPARTMENT.....:	Public Works
DIVISION.....:	Fleet Maintenance
CLASSIFICATION/GRADE.....:	Sr. Fleet Mechanic/108
REVISED.....:	10/2019
REPORTS TO.....:	Operations Supervisor/Superintendent
REVIEWED.....:	10/2019
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

Work in this position consists of the repair and maintenance of gasoline and diesel powered equipment and vehicles to insure efficient and effective operation. Duties require a broad range of knowledge relating to vehicle and equipment repair. As with all Fleet Maintenance positions, response at any time may be required to assist with the normal workload or in emergencies and anything deemed necessary to complete the job.

BASIC FUNCTIONS:

1. Performs repair and preventive maintenance on all parish government vehicles and equipment with little or no supervision.
2. Diagnoses, tears down, and replaces parts and makes repairs as required.
3. Repairs all types of engines to include two and four cycle, air cooled engines, gasoline and diesel engines and pumps.
4. Answers telephone and receives direction from clerk on occasion.
5. Position is on rotating call and answering in timely manner.
6. Repairs rear end, transmission, conventional disc/drum brakes, power steering, air conditioning recharging and all forms of hydraulic systems.
7. Cleans work area and safeguards equipment and tools.

OTHER REQUIREMENTS:

1. Must have high mechanical aptitude.
2. Must have appropriate driver's license.
3. Must be physically capable of performing assigned tasks.
4. Must be willing to do other work as assigned within the division.
5. Must be willing to work extra hours and assist in emergencies.
6. Must have the ability to learn and practice applicable safety rules and regulations.
7. Computer training helpful.
8. Works with and directs Mechanic I and Mechanic II as assigned in completion of jobs requiring assistance.
9. Must be willing to get a CDL License.
10. Must be willing to train for State/DOT Inspections.

EDUCATION/EXPERIENCE:

1. High school diploma or equivalent educational certification plus three (3) years experience in vehicular repair and maintenance.
2. Any equivalent combination of education, training, and/or experience may substitute.