



Position Title: Part-Time Maintenance Fleet Mechanic III
Reports To: Fleet Operations Coordinator
Department: Facilities Maintenance
Prepared By/Date: Donna French/09-08-2011
Approved By/Date: Marvin Francisco/09-09-2011
Revised:

Job Code: 8406-00E
Job Group: Class-R
Salary Grade: CN
FLSA Status: Non-Exempt

Summary:

This position performs semi-skilled mechanical repair work and normally involves the routine maintenance repair and inspection of trailers, stationary, engines, off road vehicles, automobiles, light to medium trucks, golf cars, and other vehicles powered by gasoline and diesel fuel type engines.

Essential Duties and Responsibilities:

- Drives Services truck in response to road calls to other campuses
- Troubleshoots and diagnoses minor component problems
- Requests parts or materials as needed for repairs of Miami Dade College vehicles
- Removes and repairs minor components of vehicles in inventory
- Uses all shop tools and equipment related to vehicles within safety guidelines
- Performs safety and technical vehicle inspections to detect mechanical, safety or specification deficiencies
- Uses diagnostic and test equipment related to vehicles in the inventory
- Reads and comprehends technical manuals and schematics or other related instructional materials necessary to make repairs that comply with technical specifications
- Maintains technical skills by periodically up-grading knowledge and attending required training classes to meet changing technology
- Develops skills for diagnosing computerized vehicle systems and most recent manufacture's and/ or Automotive Service Excellence (ASE) requirement
- Practices safe operation procedures and complies with safety requirements at all times
- Maintains the work area neat and clean
- Prepares accurate inspection records, time sheets and work orders to reflect actual work performed
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to read, write and understand verbal and written instructions
- Ability to use electronic mail, web based trouble report systems, and PDA based C.M.M.S. software
- Ability to travel in Miami-Dade County and work on all campuses
- Ability to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must have the ability to repeatedly lift/carry, push/pull up to 50 lbs. over a distance of 20 feet, and work from heights and in areas where climbing a ladder is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or equivalent (GED) and three (3) years of diversified experience as a mechanic repairing automobiles and/or heavy-duty trucks, or buses, or successful completion of automotive, and/or certification examination, or successful completion of an accredited vehicle mechanics training program
- Must possess a valid Florida Driver License

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name