**Fleet Mechanic Job Description**

The Fleet Mechanic will perform repair work and maintenance for cars, trucks, and other motor vehicles in the company’s fleet.

## Duties/Responsibilities:

* Maintains vehicles, which may include a company’s fleet of cars, trucks, heavy equipment, tractor/trailers, and other motor vehicles.
* Performs routine and preventive maintenance including oil changes and tune-ups.
* Performs tests on specific parts and systems to ensure proper function.
* Identifies mechanical problems either visually or with computer diagnostic equipment.
* Examines critical parts and systems using a standard checklist.
* Repairs or replaces malfunctioning parts and systems such as brake pads, belts, water pumps, transmissions, and other mechanical parts.
* Plans and establishes timetable to complete repairs and maintenance.
* Visits job sites to inspect vehicles.
* Test drives vehicle to confirm safe and proper operation.
* Performs other related duties as assigned.

## Required Skills/Abilities:

* Extensive knowledge of all aspects of vehicle repair.
* Excellent mechanical repair skills.
* Excellent analytical and problem-solving skills.
* Ability to read service and repair manuals.
* Proficient with computer diagnostic equipment and software.

## Education and Experience:

* High school diploma or equivalent required.
* Vocational/technical school program or apprenticeship in auto repair or related field preferred.
* Two years of related experience preferred.
* Valid commercial driver’s license required.

## Physical Requirements:

* Must be able to bend, stretch, kneel, and squat to perform repairs and inspections.
* Must be able to lift 50 pounds at times.
* Must be able to work safely in a noisy area with many odors present.