CITY OF ALAMO JOB DESCRIPTION

Job Title: Public Works Fleet Mechanic	**FLSA Status: ☐ Exempt ☒ Non-Exempt**
Department: 18 - Street Department	**☒ Full Time ☐ Part Time**
Reports to: Public Works Director	**Approved by City Commission** **Effective Date: 8/4/2026**

JOB SUMMARY

Under the general direction of the Public Works Director, performs mechanical work on a variety of diesel and gasoline powered equipment, including all city vehicles and maintenance equipment.

ESSENTIAL JOB FUNCTIONS

- Inspects, diagnoses and repairs mechanical defects on all motorized equipment.
- Does emergency repairs in the field.
- Can at times perform overhauls on motors, hydraulic systems, electrical systems and pumps and brakes as needed.
- Plans, organizes, and directs daily vehicle maintenance.
- Ensures all department vehicles, equipment, tools, and machinery are properly maintained and operated in a safe manner.
- Operates, trains employees in the operation of, and oversees preventive maintenance of medium and heavy equipment including, but not limited to:
    - Dozer
    - Front-end loader
    - Motor grader & maintainer
    - Bucket truck
    - Backhoe
    - Low-boy trailer
    - Flatbed truck
    - Asphalt paver
    - Roller
    - Grappler truck
    - Forklift
    - Vactor truck
- Trains employees in the safe operation of hand tools and construction equipment, including but not limited to:
    - Hand saws
    - Circular (skill) saws
    - Drills
    - Concrete vibrators
    - Bolt cutters
    - Picks
    - Axes
    - Air compressors
    - Jackhammers
    - Cutting torches
    - Various weight hammers
- Maintains accurate records, reports, work orders, equipment logs, and maintenance documentation.
- Participates in City-sponsored events and provides support to other departments as needed.
- Performs all other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operation and maintenance of medium and heavy construction equipment.
- Occupational hazards associated with public works operations and appropriate safety precautions.
- Preventive maintenance programs for vehicles and equipment.

Skills in:

- Operating heavy construction equipment safely and efficiently.
- Problem-solving and decision-making.
- Reading and interpreting work orders, maps, plans, and technical documents.

Ability to:

- Understand and carry out oral and written instructions.
- Read, write, and communicate effectively in English.
- Plan and organize work efficiently.
- Establish and maintain effective working relationships with employees, other departments, contractors, and the public.
- Exercise sound judgment while working independently.
- Follow safe work practices.

OTHER JOB FUNCTIONS

- Subject to after-hours call-out for emergencies, hazardous weather conditions, natural disasters, traffic incidents, or other emergency situations requiring Public Works response.
- Provides support to Police, Fire, Emergency Management, and other City departments during emergencies and special events.
- Performs related work as assigned.

PHYSICAL REQUIREMENTS

The employee must possess the physical ability to perform the essential functions of the position, including:

- Lift and carry up to 50 pounds.
- Push, pull, or drag equipment and materials weighing up to 100 pounds.
- Frequently walk, stand, climb, crawl, kneel, squat, bend, stoop, reach, and balance.
- Sit or stand for extended periods while supervising work activities.
- Use hands and fingers to operate equipment and hand tools.
- Effectively communicate verbally and in writing.
- Must be able to crawl under and climb on vehicles for inspections
- Read printed materials and electronic documents.
- Operate computers, telephones, calculators, copiers, and other office equipment.

WORKING CONDITIONS

Work is performed both indoors and outdoors under varying environmental conditions, including:

- Extreme heat and cold
- Temperature fluctuations
- Rain and adverse weather
- Noise and vibration
- Dust, smoke, fumes, and airborne particles
- Moving mechanical equipment
- Confined or uneven work areas
- Exposure to traffic hazards and construction environments

QUALIFICATIONS

Education

- High school diploma or GED.

Licenses and Certifications

- Valid Texas Driver License with an acceptable driving record.
- Texas Class C Commercial Driver License (CDL) preferred.

Experience

- Experience in maintenance and repair of a wide variety of motorized vehicles.
- Welding in automotive or construction fields
- Experience operating heavy construction equipment preferred.
- Experience working effectively with the public.