



# City of Moore

## VACANCY ANNOUNCEMENT

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<b>Job Title:</b>	<b>Senior Fleet Maintenance Mechanic</b>
<b>Open Date:</b>	January 20, 2026
<b>Closing Date:</b>	Open until filled (first review of applications will be February 2, 2026)
<b>Pay Rate:</b>	<b>\$24.79 – 39.00</b> per hour (\$51,569.96 – 81,135.18 annually, depending on experience)
<b>Job Type:</b>	Full-time with benefits
<b>Department:</b>	Fleet Maintenance Facility

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### JOB SUMMARY

Perform preventive maintenance and mechanical repairs on City vehicles, including tune-ups, major engine repairs, and repair of diesel and hydraulic systems, and heavy and light maintenance on construction equipment. Must be able to carry 24-hour on-call mechanics pager.

**NOTE:** Applicants are required to provide and maintain a personal toolbox with appropriate basic mechanic's tools, or acquire such tools upon hire. Basic tools include, but are not limited to: metric and SAE wrenches; screwdrivers; pliers; pry bars; a digital multimeter; and shallow and deep metric and SAE socket sets in 1/4-inch, 3/8-inch, and 1/2-inch drives. The City will supply specialty tools, such as diagnostic scanners and lab scopes.

### EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED required
- Four years of experience performing skilled automotive and equipment maintenance work
- Must possess, or be able to obtain, a valid Oklahoma CDL within 6 months of employment
- Must possess, or be able to obtain, a valid Oklahoma vehicle inspection certificate

### EXAMPLES OF DUTIES

- Inspect, diagnose and locate complex mechanical difficulties in City automobiles, trucks and a variety of diesel and gasoline powered maintenance and construction equipment.
- Determine extent of necessary repairs: replace and repair faulty or damaged parts; determine repairs beyond the shop capabilities.
- Overhaul, repair and adjust engines, transmissions, differentials and clutches on heavy and diesel equipment; tune up engines, replace ignition parts and clean, rebuild and adjust carburetors and injector systems.

*Selected applicants for this safety-sensitive position must pass a background investigation and drug test prior to employment and will be subject to random drug testing throughout employment, and may be required to supply a current driving record.*

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### ALL APPLICANTS MUST COMPLETE AN APPLICATION

Application and additional information about this job can be found at  
<https://www.cityofmoore.com/departments/jobs>.

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at [hr1@cityofmoore.com](mailto:hr1@cityofmoore.com) or 405.793.5004.

**City of Moore is an Equal Opportunity Employer**

# **CITY OF MOORE**

## **Job Description**

### **Senior Fleet Maintenance Mechanic**

**Job Code:** 7223  
**Exempt:** No  
**Department:** Public Works  
**Reports To:** Fleet Maintenance Supervisor  
**Location:** Fleet Maintenance Facility  
**Date Prepared:** January 18, 2016  
**Date Revised:** May 05, 2016

#### **GENERAL DESCRIPTION OF POSITION**

To perform preventive maintenance and mechanical repairs on City vehicles including tune-ups, major engine repairs, and repair of diesel and hydraulic systems, and to perform heavy and light maintenance on construction equipment. Must be able to carry 24-hour on-call mechanics pager.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Inspect, diagnose and locate complex mechanical difficulties in City automobiles, trucks and a variety of diesel and gasoline powered maintenance and construction equipment. This duty is performed daily, about 10% of the time.
2. Determine extent of necessary repairs: replace and repair faulty or damaged parts; determine repairs beyond the shop capabilities. This duty is performed daily, about 10% of the time.
3. Assist in new shop employee orientation. This duty is performed as needed, about 5% of the time.
4. Responds to inquiries concerning equipment repairs. This duty is performed daily, about 5% of the time.
5. Overhaul, repair and adjust engines, transmissions, differentials and clutches on heavy and diesel equipment. This duty is performed daily, about 10% of the time.
6. Tune up engines, replace ignition parts and clean, rebuild and adjust carburetors and injector systems. This duty is performed daily, about 5% of the time.
7. Repair hydraulic systems on a variety of equipment; perform rear-end and rear-axle repair on vehicles. i.e.: Garbage truck, sludge hauling equipment, backhoes, dozers, tractors, police cars, dump trucks, and pick-ups. This duty is performed daily, about 5% of the time.
8. Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment. This duty is performed daily, about 5% of the time.

9. Repair and replace such components as generators, alternators, distributors, relays, lights and switches. This duty is performed daily, about 5% of the time.
10. Perform and/or coordinate preventative maintenance on all vehicles and equipment. i.e. garbage trucks, vactor. This duty is performed daily, about 10% of the time.
11. Repair damaged bodies, fenders and related equipment; weld and use of cutting torch. This duty is performed as needed, about 5% of the time.
12. Inspect and ensure shop cleanliness, and equipment and City vehicles are stored and parked in a safe manner. This duty is performed about 5% of the time.
13. Repair ice and snow removal equipment; such as spreaders and conveyor systems. This duty is performed as needed, about 10% of the time.
14. Good attendance is required.
15. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily, about 5% of the time.
16. Confidentiality is required upon specific notification to the employee. This duty is performed as needed, about 5% of the time.
17. Perform any other related duties as required or assigned.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of

handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

### **SUPERVISORY RESPONSIBILITIES**

Does not supervise.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

### **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

#### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

#### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

## **PUBLIC CONTACT**

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; frequently exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, vibration; and .The noise level in the work environment is usually loud.

## **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; frequently required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl, talk or hear; and occasionally required to sit, climb or balance. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

Knowledge of:

- Tools, equipment and procedures used in the overhaul, repair and adjustment of gas and diesel-powered equipment
- Tire machines and balancers
- Verifiable training on use of modern day scan tools and lab scopes, also the ability to understand the information gathered by them
- Operation and care of internal combustion engines
- Safe work practices
- Preventive maintenance techniques
- Operation and maintenance of light and heavy equipment
- Diesel and hydraulic systems and their maintenance and repair
- Operating and repair characteristics of the full range of City-owned equipment.

Ability to:

- Work independently in the absence of supervision.
- Available to carry mechanics 24 hour on-call pager
- Read sketches, schematic, and diagrams, interpret repair manuals, and follow supervisor, or appointed person's instructions
- Perform a full range of mechanical work including the troubleshooting of equipment and vehicles for both major and minor repairs
- Accurately determine mechanical repair needs and estimate the costs and time of repairs
- Establish and maintain effective working relationships with those contacted in the course of work

### **Education and Experience Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

#### **Education:**

High school diploma or equivalent (including GED); additional specialized automotive or equipment repair courses in gasoline and diesel engine mechanics

#### **Experience:**

Four to five years of experience performing skilled automotive and equipment maintenance work.

#### **License or Certificate:**

- Possession of, or ability to obtain within six (6) months of employment, a valid Oklahoma driver's license Class B CDL
- Possession of, or ability to obtain, a valid Oklahoma vehicle inspection certificate

**\*NOTE:** Applicant must have own toolbox with appropriate tools or must acquire them (i.e., wrenches metric and SAE, screwdrivers, pliers, OHM and Voltmeter, pry bars, shallow and deep metric, and SAE socket sets - 1/4, 3/8, and 1/2 drive). The City will provide specialty tools (i.e. scanners and lab scopes).

## WORKING CONDITIONS

### Environmental Conditions:

Involves moderate risks and discomforts such as a high level of noise and vibrations when working near heavy equipment or machinery; dirt, dust and grease; moving parts or objects; and irritants odors and chemicals. Special safety precautions are required and protective clothing or gear may be required.

### Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing for prolonged periods of time; general manual dexterity is required. May be required to carry, push, pull, drag or hold objects.

Senior Fleet Mechanic must place tires on racks, place tires on balancers, transfer cylinders, suspension components, and other mechanical parts to and from vehicles being repaired, Requires vertically transferring parts weighing up to 52 lbs., from 12 in to 54 in, up to 30 times in an hour.

Senior Fleet Mechanic must place tires on racks, place tires on balancers, transfer cylinder, suspension components, and other mechanical parts to and from vehicles being repaired. Requires horizontally transferring items weighing up to 52 lbs., 30 times in an hour, a distance of 10 ft. without mechanical assistance.

Senior Fleet Mechanic must transfer items such as oil absorbent, tools, engine parts, suspension parts, and other items for vehicle repair. Requires horizontally translating items weighing up to 25 lbs., 2 times in an hour, a distance of 50 ft. without mechanical assistance

Fleet Mechanic must transfer equipment such as welding tanks, jacks, and engine pullers to and from work areas. Must horizontally transfer items requiring a force of up to 20 lbs.