



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Chief Mechanic
DEPARTMENT: Public Works
DIVISION: Fleet
SUPERVISED BY: Director of Public Works

JOB SUMMARY/OVERVIEW OF THE POSITION: The Chief Mechanic is responsible for managing the operations of the Fleet Maintenance Shop, supervising assigned personnel, and ensuring the repair and maintenance of the City's vehicles, equipment, and related assets. This position requires advanced knowledge of automotive, medium/heavy truck, construction equipment, and small engine repair. In addition to hands-on repair work, the Chief Mechanic provides supervision, training, and oversight of fleet maintenance activities to ensure safe, efficient, and cost-effective operation of City equipment. The primary objective is to maximize fleet availability, extend equipment life cycles, and minimize overall maintenance costs through scheduled inspections, preventive maintenance, and high-quality repairs. Work may require availability for emergency call-outs, nights, weekends, and holidays. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Design, schedule, supervise, and perform repairs, inspections, and preventive maintenance for City vehicles, rolling stock, and equipment.
- Oversee and coordinate repairs performed by outside vendors and contractors.
- Supervise assigned employees, ensuring quality performance, productivity, and compliance with safety standards.
- Inspect equipment for safe operation; authorize equipment as "fit for service" or remove ("dead-line") unsafe machinery.
- Monitor and report equipment abuse, neglect, or improper operator maintenance to management.
- Maintain shop tools, supplies, oils, inventories, consignments, and related resources.
- Ensure safe handling, storage, and disposal of hazardous materials, recyclables, and salvage.
- Develop and implement periodic maintenance schedules with clerical support.
- Obtain cost quotes and approve purchases for parts, tools, and supplies in compliance with purchasing policies.
- Provide training to employees on proper equipment checkout, operator maintenance, and shop procedures.
- Actively participate in complex or major repair projects as needed.
- Maintain accurate records of repairs, maintenance activities, and parts inventory.
- Promote and maintain positive working relationships with staff, other departments, and external vendors.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of methods, materials, tools, and practices used in modern automotive and equipment repair.
- Skilled in diagnosing and repairing components of light/heavy equipment, small engines, and agricultural machinery.
- Knowledge of hydraulic, electrical, and computerized diagnostic systems.
- Knowledge of occupational hazards, safety standards, and OSHA requirements in a maintenance shop environment.
- Ability to supervise, schedule, and evaluate the work of mechanics and shop staff.
- Ability to provide clear instructions, training, and feedback to subordinates.
- Ability to manage budgets, parts inventories, and shop resources effectively.
- Strong interpersonal and communication skills to maintain effective relationships with employees, supervisors, and the public.
- Ability to exercise independent judgment, prioritize work, and resolve problems efficiently.
- Ability to work independently while adhering to established policies and procedures.
- Ability to read, interpret, and implement technical manuals, safety regulations, and work orders.
- Commitment to maintaining confidentiality and professionalism.

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs. Sufficient education to read and understand technical material and prepare simple written reports and enter data electronically into the City's fleet management system.

EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or GED equivalent required.
- Four (4) years' experience as a mechanic, including diesel, automotive, welding, hydraulic repair, and equipment fabrication.
- Formal training in computer-based diagnostic systems.
- Minimum of one (1) year of gas and arc welding experience.
- Graduate of a four-year state-sponsored apprenticeship program and/or ASE Certification as a Master Automobile Technician or Master Medium/Heavy Truck Technician preferred.
- Two (2) years of vocational or college-level training in equipment repair (gas, diesel, or electric) preferred.
- Or, any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

LICENSES AND CERTIFICATIONS

- Valid Florida Driver's License required.
- Florida Commercial Driver's License (CDL) Class "B" required, or must be obtained within six (6) months of appointment.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: See current pay scale