

TEMPORARY POSITION

FLEET MAINTENANCE MECHANIC

Reports To: Fleet Services Supervisor

Supervises Directly: N/A

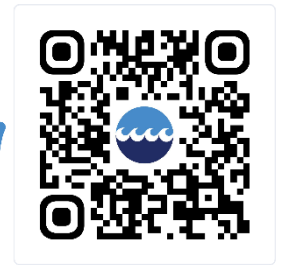
FLSA Status: Non-Exempt

Position Timeframe: Up to 4 months from the date of hire

Pay Range: \$24.15 - \$31.14 hourly

Closing Date: 09/15/2026

*THIS POSITION IS EXEMPT FROM AUTHORITY BENEFITS



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Position Summary

Performs preventative, routine, and corrective maintenance and repair of motor vehicles, heavy equipment, small motors, pumps, compressors, and generators to ensure safe and efficient operation for the Authority.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements does not exclude them if the work is similar, related, or a logical assignment. Other duties may be required and assigned.

Vehicle & Equipment Maintenance

- Service and repair cars and trucks: brakes, engines, transmissions, tires, and air conditioning.
- Service and repair pumps, generators, and small motors.
- Perform routine and corrective maintenance in the field: oil changes, lubrication, tire repair, fluid checks, and minor transmission/hydraulic adjustments.
- Sand and paint Authority vehicles; transfer vehicles to third-party facilities for service.

Equipment Operation

- Operate loaders, industrial forklifts, dump trucks, and other construction equipment (hoists, cranes, scrapers, motor graders).
- Adjust controls to drive machines and operate attachments such as blades, buckets, and swing booms.
- Transfer equipment between storage and work areas.

Documentation & Communication

- Read and comprehend work schematics; complete forms and reports before project completion.
- Record parts requisitioned and repair work orders, including part type and equipment number.
- Take oral and written instructions and determine actions needed to complete assigned work.

Safety

- Follow all safety rules; notify supervisor of unsafe equipment or conditions.
- Use good judgment and remain safety-conscious at all times; utilize safety equipment provided by the Authority.

Knowledge, Skills, and Abilities

- Certification in recovering and recycling refrigerant in air-conditioned vehicles.
- Ability to handle hazardous materials in fleet maintenance per safety regulations.
- Knowledge of tire balancer, computer diagnostic equipment, and basic PC skills.
- Thorough experience in automobile and truck repair.
- Knowledge of heavy equipment, pumps, generators, and compressors — use, repair, and maintenance.
- Knowledge of two-way radio operation.

Physical and Work Requirements

- Lift up to 50 lbs. maximum; frequent lifting/carrying of objects up to 25 lbs.
- Must be able to enter, exit, and re-enter Authority vehicles.
- Physical activities include stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, hearing, and seeing.
- Works both indoors and outdoors in approximately equal amounts; withstand jolting and vibration of heavy equipment.
- Move eyes, hands, and feet together to control equipment; estimate distances.

Core Competencies

- Mathematical ability sufficient to add, subtract, multiply, and divide.
- Language/literacy skills to read and comprehend English (manuals, memos, instructions, regulations); fill out forms and logbooks.
- Clear verbal communication with appropriate pauses, emphasis, and correct pronunciation.
- Must communicate effectively with supervisors, customers, and the general public; exercise tact and diplomacy at all times.

Minimum Qualifications

- High school diploma or equivalent.
- Valid Florida driver's license
- Five years of demonstrated experience in automobile/truck maintenance, repair, and operation of all types of equipment and vehicles used within the Authority.
- Must be able to provide all necessary tools

Preferred Qualifications

- CDL Class A or B Driver's license

Additional Qualifying Factors

- As a condition of employment, must pass a pre-employment drug screening, physical, and have acceptable reference and background check results.

Seacoast Utility Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.