

SENIOR FLEET MECHANIC

Public Works | Fleet Maintenance | Garage



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Senior Fleet Mechanic is responsible for performing skilled maintenance and repair work on parish vehicles, heavy equipment, and related mechanical systems.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Thursday

SHIFT

7 a.m. to 5:30 p.m.

LOCATION

City Garage on Plant Road

REPORTS TO

Fleet Maintenance Superintendent

PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

Physically capable of lifting heavy equipment, standing, bending, and working in confined or awkward positions for extended periods, operating tools and machinery with manual dexterity, and performing physically demanding tasks in varying indoor and outdoor conditions, including during emergency events.

WORK ENVIRONMENT

Primarily works in a shop and outdoor environment and regularly exposed to noise, weather conditions, heavy equipment, and typical mechanical hazards.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license
Ability to obtain a CDL License

In this role, the incumbent will be expected to ensure optimal operation of all fleet assets through scheduled preventive maintenance, advanced diagnostics, and effective repair activities.

The Senior Fleet Mechanic is also responsible for maintaining shop and equipment readiness, providing operational support, responding to emergency events, and upholding all safety, regulatory, and organizational standards.

JOB DUTIES

- Perform skilled repair, maintenance, and preventive service on all parish vehicles and equipment, including heavy machinery, light-duty vehicles, specialty equipment, and small engines.
- Conduct thorough diagnostic evaluations using mechanical and electronic tools to identify issues and determine appropriate repair strategies.
- Tear down, repair, and reassemble components such as engines, transmissions, rear ends, hydraulic systems, pumps, and braking systems.
- Assess equipment condition, determine necessary parts, and initiate parts orders to ensure timely completion of work.
- Ensure all repairs and services comply with assigned work orders, manufacturer specifications, safety standards, and departmental procedures.
- Maintain a clean, organized, and safe work environment, including daily housekeeping of workstations and adherence to shop safety protocols.
- Properly maintain, secure, and account for all assigned tools, equipment, and company vehicles.
- Open and close the shop as required to support operational needs.
- Utilize diagnostic software, testing equipment, and computerized tools to troubleshoot and document work performed.
- Review and complete work orders daily with accuracy, clarity, and attention to detail.
- Perform weekly and monthly floor checks and other shop maintenance activities as scheduled.
- Respond to after-hours calls as part of a rotating on-call schedule and provide timely support during emergencies or special events.
- Provide guidance and oversight to Mechanic I and other assigned personnel to support the completion of complex tasks.
- Serve as a Tier 1 responder for emergency operations, ensuring equipment readiness and operational support during critical events.
- Perform related tasks as assigned to support fleet operations, including grounds or shop support activities.

JOB DUTIES CONTINUED

- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates strong leadership through accountability, initiative, and the ability to model safe, efficient, and high-quality work practices that positively influence team performance.
- **Time Management:** Effectively prioritizes and completes multiple repair tasks and work orders within required timelines while responding to urgent needs as they arise.
- **Analytical Skills:** Strong diagnostic and problem-solving abilities to accurately identify mechanical issues and determine the most efficient repair solutions.
- **Communication Skills:** Communicates clearly with supervisors, coworkers, and support staff to relay findings, request parts, and document work performed.
- **Organizational Skills:** Maintains orderly workspaces, tools, documentation, and workflow processes to support safe and efficient shop operations.
- **Technical Skills:** Possesses advanced technical expertise in diagnosing, repairing, and maintaining complex mechanical, electrical, hydraulic, and electronic systems across a diverse fleet of vehicles and heavy equipment, including proficiency with computerized diagnostic tools, manufacturer-specific software, welding and fabrication techniques, preventive maintenance systems, and industry-standard repair methodologies.
- **Qualifications:**
 - High School Diploma or GED equivalent required.
 - Minimum of three (3) years of experience in diagnosing and repairing mechanical, electrical, hydraulic, and engine systems across a diverse fleet.

