JOB DESCRIPTION

JOB INFORMATION

- **Job Title:** Mechanic
- **Civil Service:** No
- **Department:** Public Services
- **Bargaining Unit:** AFSCME
- **Reports to Position:** Public Service Operations Manager
- **Pay Grade:** AFSCME 5
- **Location:** Public Service
- **Overtime Status:** Hourly
- **Effect. Date:** 08/09/2012
- **FLSA Status:** Non Exempt

JOB SUMMARY

This is a technical position requiring skill and certification in the maintenance and repair of gasoline and diesel-driven automotive and related equipment. Duties include welding, fabrication of parts, and related tasks necessary for the maintenance and upkeep of equipment.

ESSENTIAL JOB DUTIES/WORK PERFORMED

- Performs general maintenance and repair work on automobiles, trucks and other automotive equipment.
- Inspects, adjusts and replaces necessary units and related parts including valves, pistons, main bearing assemblies, and cooling, fuel and exhaust systems.
- Repairs and overhauls brakes, ignition systems, transmission differentials, front and rear axle assemblies; repairs and installs hydraulic controls; diagnostic testing of engines using standard testing equipment.
- Removes, repairs and re-assembles air compressors, pumps and related equipment.
- Inspects, repairs, overhauls and assembles automotive electrical equipment such as generators, distributors, magnetos, and starters.
- Repairs automobiles and truck bodies and performs related metal work requiring cutting, welding, and other procedures.
- Uses mechanical hand and power-driven tools and equipment including grinders, fender hammers and sanders, drill presses, lathes, testing and welding equipment, and related tools and equipment.
- Purchase the necessary parts with authorization from supervisor.
- May perform the duties of equipment operator when necessary.
- Performs related work as required

REQUIRED KNOWLEDGE AND SKILLS

- Knowledge of methods, materials, tools and techniques used in the maintenance and repair of light and heavy duty automotive equipment.
- Knowledge of the operating principles of internal combustion gasoline and diesel engines, and of the mechanical repair of maintenance and construction equipment.
- Ability to instruct equipment operators in the proper service and maintenance procedures of their vehicles, and to maintain required records and reports.
- Ability to establish and maintain effective working relationships with fellow employees, the general public and vendors.
- Knowledge of occupational hazards and safety precautions.
- Ability to adapt available tools and repair parts to specific repair problems.
- Ability to interpret and work from sketches and pencil diagrams.
- Skill in the safe use of tools and machinery used in automotive repair work.
- Ability to understand and implement oral and written instructions.
ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

- Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unleveled grades and heavily vegetated areas to reach work sites.
- Ability to read speak, write and understand English to communicate effectively with fellow employees, contractors and the general public by telephones, two-way radios, written format and in person.
- Ability to operate a wide variety of motor equipment including trucks, backhoes, end loaders, motor grades and refuse packers or other equipment as may be owned by the Public Services Department.
- Ability to perform a variety of physical labor activities as needed including using a variety of hand and power tools, stooping, bending and climbing.
- Ability to lift up to 75 pounds at one time and ability for repetitive lifting of up to 50 pounds.
- Ability to safely use automotive shop tools such as arc welders, gas welders, cutting torch, power saws, band saws, drill press, tire changer, tire balancer, and other related equipment.
- Ability to work long hours outdoors, occasionally under adverse weather conditions.
- Must not pose a direct threat in health or safety of other individuals in the work place or citizens encountered during work.

QUALIFICATIONS

- High School diploma and additional post-secondary education in automotive technology.
- Certification of additional training and endorsements in automotive technology.
- General mechanical tools, such as those used in daily mechanical work shall be provided by the employee. Specialty tools will be furnished by the city.
- Must possess valid Class B Commercial Driver’s License with Endorsement N for bulk tank vehicles and Restriction L for vehicles with air brakes, within 60 days of the date of hire.

WORKING CONDITIONS

- Works indoors and outdoors, may be exposed to extreme weather
- Works a standard work week
- May be required to work some overtime upon demand of workload

REQUIRED BACKGROUND CHECKS

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical