

JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>	Mechanic Skilled	<i>Pay Grade:</i>	SM-5
<i>Department:</i>	Public Works (Vehicle Maintenance)	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Public Works Shop	<i>Reports to Position:</i>	Chief Mechanic
<i>Effective Date:</i>	04/13/2022		

JOB SUMMARY

Under direction inspects, disassembles and rebuilds or replaces major units such as engines, transmissions and hydraulic systems; tests overhauled equipment to ensure operating efficiency; inspects, diagnoses problems and repairs automotive systems and components including brakes, fuel, exhaust and electrical systems and equipment; tests working systems, components and accessories, makes necessary adjustments and replaces worn or damaged parts; performs preventive services on vehicles and equipment to include replacing filters, worn or damaged parts and adding fluids as needed and performs additional tasks in support of the department as needed or upon request.

- ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES**
- The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.
- Troubleshoots malfunctions to determine cause and type of repair needed.
 - Re-builds engines in heavy equipment, vehicles, and tractors, replaces rod and main bearings.
 - Inspects equipment to determine type of repair needed and parts and supplies to perform repair.
 - Performs major overhaul repairs to include re-building hydraulic systems, cylinders, and standard transmissions.
 - Using air buffing machine resurfaces heads and laps valves.
 - Informs shop supervisor of repairs needed from outside vendors; to include transmission or other major repairs.
 - May use reference manuals to diagram repairs or assemble and disassemble parts.
 - Inspects gasoline and diesel fueled vehicles and equipment to determine repairs needed.
 - Repairs/replaces hoses, fuel, hydraulic lines, and belts; may replace water and fuel pumps as needed
 - Replaces blown bulbs and fuses, inspects signaling equipment and safety lights to ensure proper operating efficiency.
 - Replaces brake pads and shoes, packs wheel bearings.

- Repairs suspension and front end parts as needed.
- Makes minor body repairs such as door hinges, latches, mirrors, hitches, etc.
- Confers with operators and drivers to determine problems or troubleshoots vehicle or equipment malfunctions to determine cause and type of repair needed.
- Informs shop supervisor of problem and supplies needed to make repairs.
- Test drives vehicle to ensure repairs are completed and vehicle is operating properly.
- Replace spark plugs, distributor cap, rotor button, etc.
- Check all systems for proper operation and make necessary adjustments.
- Changes oil, checks and replaces brakes and tires, changes filters, lubricates fittings and moving parts, checks for loose nuts and bolts and tightens when necessary.
- Check belts and tightens or replaces as necessary.
- May assist in other departments as needed; may operate equipment to include storm drain cleaning equipment.
- Maintains and cleans shop to ensure work area is free of debris and possible safety hazards.
- Operates two-way radio to send and receive messages.
- May perform building maintenance duties to include painting, minor carpentry repairs, and equipment installation.
- May perform arc welding duties to patch or repair minor repairs.
- Attends safety meetings to review proper operation of equipment and receive updated information on changes in procedures.
- Performs additional duties as assigned or upon request.

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education and Training

Have high school education, GED or demonstrated level of proficiency.

Experience

Three (3) years experience in automotive and heavy equipment mechanics OR appropriate combination of training and experience.

Licenses or Certification Required

Hold a Valid State Issued Driver License

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Vehicles and equipment repair and maintenance to include overhauling engines and major assemblies, repairs, tuning and preventive maintenance.
- Organization and operational procedures of vehicle maintenance shop of Public Works Department.
- Safety rules and procedures
- Reading Skills comprehend operator and reference manuals, directives, gauges and indicators
- Writing Skills to prepare non-complex forms and records

Ability to:

- Follow instructions and efficiently complete tasks
- Exercise judgment particularly in tasks involving safety of self and others or efficiency of operations.
- Work as a member of a team.
- Verbal communication skills to converse with supervisors, crew members, and coworkers regarding work related activities.
- Math skills to count, add and subtract numbers to select appropriate size tools and and determine correct amount of fluids to be used.
- Skills to diagnose mechanical problems with vehicles and equipment.
- Skill to safely operate vehicles and equipment to ensure repairs are properly completed.
- Skills in using shop equipment in include air buffer, welding torch and hydraulic lifts.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

Environment: Primarily outdoors with exposure to extreme heat and inclement weather

Physical Demands: See Accompanying Page

Key Working Relationships: Chief Mechanic, coworkers and other City employees.

APPROVAL/ACKNOWLEDGEMENT

_____	<u>ENG/PW Dir.</u>	_____
Department Head	Title	Date
_____	<u>HR Director</u>	_____
Human Resources Director	Title	Date
_____	<u>City Manager</u>	_____
City Manager	Title	Date
_____		_____
Incumbent Employee Printed Name and Signature		Date

PHYSICAL REQUIREMENTS –

Rare 0%-10% of the time Occasional 11%-33% of the time Frequent 34%-66% of the time Continuous 67%-100% of the time

LIFT/CARRY				
1-10 lbs				✓
11-20 lbs				✓
21-50 lbs			✓	
51-75 lbs		✓		
76-100 lbs		✓		

PUSH/PULL				
1-10 lbs				✓
11-20 lbs				✓
21-50 lbs				✓
51-75 lbs				✓
76-100 lbs				✓

MOVEMENT				
Bend/Stoop/Twist			✓	
Crouch/Squat			✓	
Kneel/Crawl			✓	
Reach Above Shoulders			✓	
Reach Below Shoulders			✓	
Repetitive Arm Use			✓	
Repetitive Wrist Use			✓	
Repetitive Hand Use				
a) grasping			✓	
b) squeezing			✓	
Climb Stairs/Ladder		✓		
Uneven Walking Surface			✓	
Even Walking Surface			✓	

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		✓	
Visual Acuity		✓	
Manual dexterity		✓	

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EQUIPMENT USE & OPERATION				
Motor Vehicle				✓
Heavy Equipment (Backhoe, dump truck)				✓
Large Apparatus (Fire Truck, Street Sweeper)				✓
Small Equipment (Mower)				✓
Handheld tool/equipment (tamps, weed eaters, shovel)				✓

WORK WITH/NEAR				
Machinery				✓
Electricity				✓
Power Tools				✓
Impact Tools				✓
Chemicals				✓
Fumes				✓
Heights			✓	

ENVIRONMENT				
Indoors		✓		
Outdoors				✓
Extreme Heat				✓
Extreme Cold				✓
Dusty			✓	
Excessive Noise				✓
Other (explain)				

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	1	1
Stand	7	Continuous
Walk	7	Continuous

Additional Considerations (including clarification of any of the above)