

POSITION DESCRIPTION

Class Title: Shop Mechanic
Department: Public Works
Date: November 1993

Union: AFSCME #1415
Location: Warehouse

GENERAL PURPOSE

Under the direct supervision of the DPW Director, performs a wide range of maintenance and mechanical repair activities on automotive and special equipment. Fabricates materials and keeps the shop clean. A valid commercial driver's license is required. Repairs and maintains shop and other equipment and facilities. Activities require experience in diagnosing equipment malfunction and taking related corrective action. May supervise work study or other laborer assistance in the repair shop.

SUPERVISION RECEIVED

Works under the direct supervision of the DPW Director.

SUPERVISION EXERCISED

May supervise personnel assigned to the repair shop.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Inspects, repairs, and maintains functional parts of automotive and mechanical equipment, such as trucks, tractors, backhoes, bulldozers, plows, graders, loaders, small engines and other municipal equipment.

Inspects defective equipment and diagnoses malfunctions using motor analyzers, pressure gauges, testing equipment, chassis charts, and factory manuals.

Road tests vehicles to evaluate corrective measures.

Discusses mechanical problems with equipment operators and may supervise the operator in the maintenance and repair of the equipment.

Uses hoists, hand tools, drills, AC and DC welding equipment, tolerance measuring devices, and related equipment.

Disassembles and overhauls internal combustion engines, pumps, hydraulic lines, auxiliary equipment, generators, compressors, clutches, and rear ends. Replaces worn or broken parts, repairs and may manufacture parts using gas and electric welders and related equipment.

Performs routine maintenance activities, adjusting brakes, aligning wheels, changing oil and filters, tightening bolts and screws, checking and repairing tires, batteries, and lubricating moving parts.

Modifies or fabricates special parts or equipment.

Requests and/or orders special parts for equipment as required.

May go into the field to repair equipment, pick up parts, or bring equipment back to the garage for repairs.

Makes certain reasonable safety precautions are taken on all jobs.

Operates equipment to test corrective measures.

Receives procedural instructions from Mechanic Foreman for mechanical maintenance and makes recommendations on matters such as arranging for contracting work, diesel overhauls, and technical equipment repair.

Connects and disconnects equipment to vehicles in accordance with seasonal use.

May supervise work study personnel or laborers assigned to the repair shop.

Keeps shop clean and tools properly stored.

Performs duties within work rules and safety policies of the City.

PERIPHERAL DUTIES

May operate light or heavy equipment during emergency situations or for special projects.

May be assigned to related duties for Public Works and other City departments as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or GED equivalent
- (B) State recognized mechanic certification
- (C) 6 years in the repair and maintenance of diesel and gasoline trucks
- (D) Specialized training and education in diesel and gasoline truck repair
- (E) Experience in directing a small work crew

Necessary Knowledge, Skills and Abilities:

(A) Thorough knowledge of automotive mechanics; considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment; working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.

(B) Knowledge in purchasing, scheduling, report preparation, inventory control, and shop safety practices.

(C) Skill in operation of listed tools and equipment.

(D) Ability to establish and maintain effective preventive maintenance programs, policies and procedures; ability to maintain effective accounting procedures; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to read factory manuals; ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public; ability to direct a small work crew.

SPECIAL REQUIREMENTS

Valid State Driver's License with proper CDL endorsement. State recognized mechanic certification in diesel and gasoline engines

TOOLS AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio; light and heavy equipment, welder, cutting torches.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
City Manager

Effective Date: November 1993

Revision History: March 2011