

<b>TITLE:</b>	Mechanic I/II	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Public Works	<b>REPORTS TO:</b>	Public Works Supervisor
<b>PREPARED:</b>	March 2015	<b>UPDATED:</b>	April 2024

### Position Summary

This position is responsible to ensure all vehicles and equipment are safe for the road by providing skilled maintenance, diagnosis, and repair of gas and diesel-powered vehicles within the City's fleet; and maintains a safe and clean shop environment.

### Essential Functions

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

- Performs preventive maintenance, systems diagnosis, engine repair, brake repair, electrical repair, hydraulic systems repair, heating & cooling systems repair, suspension and steering repair.
- Performs mechanical service and repairs on vehicles and equipment including small power equipment, mowers, cars, vans, light & heavy trucks, construction equipment (motor graders, loaders, backhoes, street sweepers and specialty vehicles).
- Maintains & repairs Police and Fire vehicles (apparatus and ambulances).
- Services, diagnoses and repairs diesel engine emission control systems (diesel oxygenation catalyst (DOC), diesel particulate filters (DPFs), exhaust gas recirculation (EGR) and selective catalytic reduction (SCR) systems).
- Diagnoses computerized engine, body control, and transmission systems.
- Performs road tests of vehicles to verify completeness of repairs.
- Operates mechanical tools and heavy construction equipment.
- Welds and cuts for maintenance, repair and manufacture of equipment.
- Utilizes computerized diagnostic equipment and associated technical software.
- Responds to road service vehicle and equipment breakdowns.
- Installs radios, emergency lighting, video equipment, sirens and radars on emergency equipment.
- Maintains accurate records of work projects and regular maintenance of city fleet.
- Reads, interprets and utilizes flow charts, schematic diagrams and equipment manuals in both hard copy and electronic/internet format.
- Maintains cleanliness of shop and working order of shop equipment.
- Assists other mechanics as assigned.
- Reports to work for on-call after hours needs, as assigned.
- All other duties as assigned.

### Required Education, Experience, Licensing, and Certifications

#### Mechanic I

- High School diploma/equivalent and two (2) years previous mechanic work experience; Vocational training or schooling may be considered as equivalent to above listed experience.
- Must have Commercial Driver's License within one (1) year of employment.
- EVT Certification preferred.

Mechanic II

- Must meet all requirements of Mechanic I
- Must meet the requirements as described in the Collective Bargaining Agreement

**Physical and Work Environment**

*The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This is considered a heavy-duty position which requires lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds, strenuous manual labor including, but not limited to requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Duties are performed daily both in a mechanical shop and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes.
- Duties require ability to work at heights and in confined spaces;
- Operations are 24/7 therefore personnel shall be available/open to be scheduled to work all shifts including weekends; holidays as needed and some hours outside regularly scheduled time as well.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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.*

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Name Printed

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Name Signed

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Date