



Job Title: Maintenance Mechanic I

Department/Division: Public Works/Fleet Maintenance

Reports To: Maintenance Mechanic Supervisor

Direct Reports: None

Salary Class/Salary Grade: Classified/Grade 16

Employment Status/FLSA: Full-time Regular/Non-exempt

GENERAL DESCRIPTION:

The purpose of this position is to perform preventative maintenance and corrective repairs on vehicles and equipment within the city.

ESSENTIAL JOB DUTIES:

1. Perform preventative and corrective maintenance/repairs on a variety of equipment and machinery to include repairing, overhauling and adjusting internal combustion engines such as lawn mowers, small tractors mower, portable weed trimmers, chain saws, diesel engines, automobiles (gasoline and diesel powered), refuse trucks, fire apparatus, ambulances, and other equipment as needed in a shop and field environment.
2. Incumbents in this job class also perform tasks that involve dismantling engines, transmissions, drivetrains, wiring harnesses and locating and determining the cause of the problems which may include examining parts for excessive wear and defects and overhauling or replacing parts.
3. Order parts and maintain an inventory of tools assigned to them, and other necessary equipment.
4. Receive assignments through work orders or directly from their supervisor, who defines objectives, priorities, and deadlines and assists the employee with unusual situations that do not have clear precedents.
5. Test machinery, equipment and parts for proper operations; report problem situations or refers problems to appropriate personnel; send malfunctioning machinery to appropriate repair shops.
6. Perform welding/fabrication tasks as needed; cut metals using plasma cutters, torches, chop saw, and/or grinder.
7. Operate various heavy machinery, equipment, and tools associated with work activities, which may include a mobile crane, forklift, generator, air compressor, motors, pumps, blowers, valves, drill press, grinder, welder, torch, pipe saw, band saw, mechanic tools, electrician tools, plumbing tools, carpentry tools, diagnostic instruments, two-way radio, or general office equipment.
8. Inspect vehicles, equipment, and tools; perform general/preventive maintenance tasks necessary to keep such items operable condition.

9. Perform general building maintenance and repair work on City facilities as needed.
10. Attend and participate in safety meetings; abide by safety protocols and help maintain a safe working environment for self and others.
11. Regular & predictable attendance is a required essential function of the position based on department established work schedule.
12. Employees' work is reviewed by the supervisor upon completion, through reports or direct inspection.
13. Performs maintenance and repairs on hydraulic systems (e.g. braking systems, lifts, backhoes, loaders). Inspects equipment/rolling stock before and after completing work and reads OEM reference materials to guide maintenance and repairs. Repairs or replaces tires on equipment/rolling stock using appropriate tools and apparatus. Goes to worksites to retrieve equipment or make repairs.
14. Documents work performed on paper or in a computer-based system by listing materials used, labor hours, and pricing of materials.
15. Maintains and repairs shop equipment such as hydraulic jacks, oil and water separators, tire mounting machines, grinders, etc. (e.g. cleaning equipment and shop of oils, solvents, dirt, moisture, and repairing equipment as needed).
16. Follows all proper safety procedures in the shop and field. Assists co-workers when necessary.
17. Uses computer based programs/aids to help in diagnosing issues. Performs preventative maintenance on various vehicles from Class 1 thru 8.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of City and Departmental policies, rules, and procedures
- Knowledge of motors and electric equipment
- Skill in the operation, maintenance, and repair of a wide variety of gas and diesel vehicles and equipment
- Ability to operate heavy equipment and machinery
- Ability to work independently as well as on a team
- Ability to operate and maintain a full range of equipment used in street maintenance and sanitation
- Ability to perform manual labor outdoors for extended periods under various weather conditions
- Ability to exercise sound judgment within the scope of responsibility
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public

MINIMUM QUALIFICATIONS:

High School Diploma/GED required; two to three years' experience performing gas and diesel vehicle and equipment repairs and maintenance including welding experience; or any equivalent combination of education and work experience.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical activities required for this position involve:

Frequent standing, walking, using hands to operate tools or controls, reaching with hands and arms, talking and hearing; sitting, climbing or balancing, stooping, kneeling, crouching, and crawling.

This position requires lifting:

Up to 50 pounds frequently.

This position has the following special vision requirements:

Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL WORKING CONDITIONS:

The following physical conditions and hazards may be encountered while working in this position:

Extreme heat and cold, moving mechanical parts, fumes, odors, toxic chemicals, risk of electric shock and vibration, and loud noise.

I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.

Immediate Supervisor

Date

Department Head

Date

I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.

Employee

Date