

## City of Grand Rapids Job Description

**Job Title:** Public Works Mechanic  
**Department:** Public Works  
**FLSA Status:** Non-exempt  
**Approved By:** City Council  
**Approved Date:** ~~June 25, 2012~~ August 9, 2021

**Summary:** Performs intermediate technical work maintaining the vehicles and mechanical equipment of the department, and related work as apparent or assigned. Work is performed under the limited supervision of the Lead Mechanic.

**Essential Duties and Responsibilities** include the following. The duties listed 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 that position. Other duties may be assigned.

- Plans, carries out and evaluates preventative maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Tests, services and repairs vehicles and mechanical equipment.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and Maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Cuts and welds metal and performs body repair, touch up and related work.
- Changes and repairs tires and tubes.
- Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
- Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Be available to work night shift if required.
- Perform other work as directed by the Public Works Director.

**Knowledge, Skills, Abilities and Competencies Required:** The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

### **Education and/or Experience**

Associates/Technical degree in auto mechanics, or related field and moderate experience working in heavy machinery maintenance and mechanics, conducting small or large engine repair, or equivalent combination of education and experience. Five (5) years in heavy truck and/or heavy equipment experience preferred.

Certified MNDOT inspector within six (6) months of hire.

Ability to obtain and maintain certifications through initial and ongoing continuing education.

Valid commercial driver's license in the State of Minnesota.

- Ability to analyze and repair all kinds of equipment.
- Ability to read and comprehend technical manuals.
- Ability to make decisions as to the extent of repair needed.
- Ability to create and keep various records related to services rendered.
- Ability to operate standard vehicles, tools and equipment related to public municipalities.
- General skill operating standard office equipment and related hardware and software.
- General skill operating standard accounting software.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- ~~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 of 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.~~ Thorough knowledge of heavy trucks and equipment, both gas and diesel engines, exhaust and emissions systems, turbos and hydraulics, considerable knowledge of generators and welding, transmissions, fire pumps and valves, price trends and grades and quality of materials and equipment. Working knowledge of hazards and safety precautions common to municipal maintenance and repair. Working knowledge of the practices, methods, material, and tools used in modern heavy equipment maintenance.
- Skill in operation of listed tools and equipment.
- Ability to establish and maintain effective accounting procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

### **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 including welding equipment; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile and portable radio.

**Physical Demands** This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, using hands to finger, handle or feel and lifting, frequently requires reaching

with hands and arms and occasionally requires walking, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions; work requires close vision, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; no special hearing perception is required; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.