



JOB DESCRIPTION

MECHANIC APPRENTICE

Department:	Public Utilities	Classification/FLSA:	Full Time, Non- Exempt
Location:	Streets Barn	Reports To:	Mechanic Supervisor
Supervises:	N/A	Pay Range:	\$12.63 - \$15.16
Benefits:	Per City Handbook	Travel:	As needed
Date Written/Revised: 01/20/2022			

POSITION SUMMARY

Works assisting fleet mechanic 1 or 2. Performs manual labor accomplishing all tasks associated with the repairs, services, and diagnostics to City automobiles, trucks, emergency equipment, tractors, and other power-driven equipment. This position is a probationary position to assess employee's ability to receive and follow instruction. Probationary period also allows employee time to complete necessary certifications and trainings before being classified as a fleet mechanic 1.

Performs daily required service checks on equipment to be used for the day including checking and filling; fluids, pressures, and grease points. Cleaning machinery as necessary. Ensures that equipment is operating correctly and reports any suspected malfunctions or safety issues.

Primary work environment will be in shop conditions, work may include working in adverse weather conditions.

Work may involve 24-hour availability during emergency situations. This will include overtime and call back situations as required. Work in confined spaces as required.

The job position summary, duties and responsibilities are not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills or competencies with this job. Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES

- Learn inspection of automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair.
- Assist with general overhaul and repair work on gasoline, diesel and propane powered engines such as automobiles, trucks, tractors, police and fire vehicles and equipment, and other automotive and mechanical equipment at off-site locations and at the garage.
- Assist with inspecting, adjusting, and replacing necessary units and related parts including valves, hoses, belts, and alternators.
- Assist with repair of cooling, fuel, electrical, and exhaust systems; tune engines using standard testing equipment.
- Learn to diagnose, repair, and maintain hydraulic systems.
- Learn to perform preventive maintenance work on vehicles, including lubrication and oil changes.

- Learn to fabricate and weld to repair equipment as necessary.
- Learn to perform vehicle body work and collision repair.
- Assist with operating vehicles and equipment to aid in diagnostics; pick up and deliver vehicles and parts.
- Assist with install of emergency equipment for emergency vehicles; perform repair work on other city equipment and systems as necessary.
- Clean and maintain the garage area and equipment.
- Learn to inventory, order and control tools, supplies and materials for garage; research, compare, and locate parts, equipment, and vehicles.
- Learn to maintain records on all maintenance and repair work performed; track recalls and warranties for all vehicles.
- Personal Conduct
 - Reliability: Policy 210 & 502
 - Judgement: Policy 101
 - Cooperation/Attitude: Policy 104
 - Serving the Public: Policy 103

POSITION COMPETENCIES

- Knowledge of methods, materials, equipment, and tools used in vehicles and equipment maintenance and repair.
- Knowledge of various mechanical systems of gasoline and diesel engines.
- Knowledge of various electrical systems of gasoline and diesel engines.
- Knowledge of standard practices, equipment and tools of the automotive and equipment mechanical trade.
- Knowledge of principles and practices of gasoline and diesel engine repair and maintenance.
- Knowledge of methods and techniques of welding and fabrication.
- Knowledge of operating and repair characteristics of hydraulic systems.
- Knowledge of occupational hazards and standard safety procedures.
- Knowledge of basic principles of record keeping, work request and work order processing.
- Ability to perform a variety of duties in diagnosing, troubleshooting, and repairing vehicles, equipment and components.
- Ability to inspect automotive, emergency and public works equipment to locate mechanical defects, to diagnose mechanical, electrical and hydraulic problems and to determine corrective procedures.
- Ability to estimate time and materials needed for work.
- Ability to maintain a variety of shop and repair records and logs.
- Ability to perform basic shop mathematical calculations and conversions.
- Ability to use various hand and power-driven shop tools.
- Ability to communicate clearly and concisely, both written and orally for receiving and giving instructions.
- Ability to recognize and assess occupational hazards and standard safety procedures and notify supervisors when necessary.

EDUCATION AND QUALIFICATIONS

- High school graduate or equivalent

- Work to obtain Kansas Commercial Driver's License Class A – (6 months from hire date)
 - Air Brake Endorsement
 - Tanker Endorsement – may be optionally required
 - Automatic Transmission
 - Standard Transmission – may be optionally required
- Obtain OSHA 10-hour certification (1 year from hire date)
- Will complete one year of on the job training minimum.
- Work to obtain certifications in: (max 3 years from date of hire)
 - Automotive Service Excellence – Refrigerant Recovery & Recycling Certification
 - Hydraulic Certification from International Fluid Power Society or another recognized program equivalent
 - Automotive Service Excellence Entry Level Certification
- Basic competencies using Microsoft products such as outlook, word, and excel.
- Basic competencies to utilize smart phones tablets, and computers for communicating, corresponding, and processing work orders.

PHYSICAL DEMANDS

The Mechanic position includes the following demands: maximum occasional lift of 70 lbs from knuckle to waist; maximum occasional lift of 65 lbs from floor to waist; maximum frequent lift of 25 lbs from floor to shoulder; maximum frequent lift of 13 lbs from floor to 70 in; maximum occasional carry of 65 lbs for 5 ft; maximum frequent carry of 25 lbs for 40 ft; maximum frequent push/pull horizontal force of 40 lbs at 47 inch height for distance of 50 ft; maximum occasional push/pull horizontal force of 40 lbs at height of 36 inches for distance of 75 ft; maximum occasional push/pull vertical with force of 100 lbs at height of 24 inches; maximum occasional grip force of 90 lbs; maximum frequent forward reach for distance of 45 inches; maximum occasional lateral reach of 30 inches; maximum occasional overhead reach to height of 75 inches; occasional bend; occasional crouching/kneeling; frequent neck flexion; occasional trunk rotation; occasional fine motor coordination; frequent hand coordination; constant standing and walking; occasional sitting; occasional awkward postures of working prone or supine over or under vehicles/equipment; frequent sit and frequent stand/walk. Must also be able to use all tools of the trade; move under, over and around.