



JOB DESCRIPTION

MECHANIC I

Department:	Public Utilities	Classification/FLSA:	Full Time, Non- Exempt
Location:	Streets Barn	Reports To:	Mechanic Supervisor
Supervises:	N/A	Pay Range:	\$13.46 - \$16.83
Benefits:	Per City Handbook	Travel:	As needed
Date Written/Revised: 01/20/2022			

POSITION SUMMARY

Fleet Mechanic I under general supervision performing; repairs, services, and diagnostics to City automobiles, trucks, emergency equipment, tractors, and other power-driven equipment. Reports to Mechanic Supervisor. Works in coordination with Mechanic II as directed. 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 and trench excavations 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

- Inspect automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair.
- Perform 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.
- Inspect, adjust, and replace necessary units and related parts including valves, hoses, belts and alternators.
- Repair cooling, fuel, electrical, and exhaust systems; tune engines using standard testing equipment.
- Diagnose, repair, and maintain hydraulic systems.
- Perform preventative maintenance work on vehicles, including lubrication and oil changes.
- Fabricate and weld to repair equipment as necessary.
- Perform vehicle body work and collision repair.
- Operate vehicles and equipment to aid in diagnostics; pick up and deliver vehicles and parts.
- Install emergency equipment for emergency vehicles; perform repair work on other City equipment and systems as necessary.
- Clean and maintain the garage area and equipment.

- Inventory, order and control tools, supplies and materials for garage; research, compare, and locate parts, equipment, and vehicles.
- 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 vehicle 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 or 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 and necessary.

EDUCATION AND QUALIFICATIONS

- Associate's degree or equivalent trade school certificate and 1 year of relevant work experience.
 - High school graduation or equivalent and 3 years of relevant work experience.
- Kansas Commercial Driver's License Class A
 - Air Brake Endorsement
 - Tanker Endorsement – may be optionally required
 - Automatic Transmission
 - Standard Transmission – may be optionally required
- Obtain OSHA 10-hour certification

- Required Certifications:
 - 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
- Continued Certifications Automotive Service Excellent Certificates:
 - A1 – Engine Repair – Automobile and Light Truck
 - A2 – Automatic Transmission/Transaxle – Automobile & Light Truck
 - A3 – Manual Drive Train & Axles – Automobile & Light Truck
 - A5 – Brakes – Automobile & Light Truck
 - A6 – Electrical/Electronic Systems – Automobile & Light Truck
 - A7 – Heating & Air Conditioning – Automobile & Light Truck
 - A8 – Engine Performance – Automobile & Light Truck
 - A9 – Light Vehicle Diesel Engines – Automobile & Light Truck
 - T8 – Preventative Maintenance Inspection
- 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.