



## City Mechanic

---

**Supervisor:** Public Works Director  
**Department:** Public Works  
**EEO Category:** Craft Worker  
**FLSA Status:** Non-Exempt (Full time)  
**Date Approved:** September 6, 2018

### **Purpose of Position**

The Public Works Mechanic is skilled in mechanical work in the maintenance of gasoline and diesel powered automotive, construction, and related equipment. This work involves responsibility of the performance of skilled tasks in the mechanical maintenance of automobiles, trucks, tractors, bulldozers, and other standard and special automotive equipment operated by the city.

### **Responsibilities:**

- Performs mechanical repairs and adjustments on power, drive, brake, steering, electrical, cooling, and related systems on automotive vehicles, light and heavy equipment.
- Completes motor overhauls on gasoline powered engines; grinds and adjusts valves; performs major and minor engine tune ups and adjustments; installs rebuilt motors.
- Replaces universal joints, differentials, axles, and clutches; rebuilds or adjusts components as required.
- Replaces tie rods, steering sections, springs, and shock absorbers; replaces generators, alternators, regulators, starters, wiring, gauges; rebuilds or adjusts components as required.
- Repairs or replaces hydraulic hoses, and fittings; installs and adjusts power take offs.
- Makes emergency road calls to perform minor repairs on equipment or to tow disabled equipment to shop.
- Performs welding work incidental to completion of repair assignments.
- Operates and inspects equipment to diagnose defects.
- Schedules and tracks maintenance and repairs using computer software and coordinates with others for scheduled maintenance to ensure equipment is available.
- Performs regular scheduled maintenance on all city vehicles, including oil changes, tire rotation, and cleaning.
- Other duties as assigned.

### **Education, Experience & Knowledge:**

- Considerable knowledge of the practices, methods, tools, and materials used in the maintenance and repair of automotive, construction, and related equipment.
- Considerable knowledge of the operating principles of gasoline engines, and of mechanical components of automotive, construction, and related equipment.
- Considerable knowledge of the occupational hazards and safety precautions of equipment repair work and large-scale shop operations.
- Ability to diagnose defects in automotive, construction, and related equipment and to repair such defects with reasonable proficiency.

- Ability to perform manual labor associated with major mechanical repair work in related equipment.
- Ability to follow oral and written instructions.
- Skill in the use and care of tools, equipment and material used in the maintenance and repair of automotive, construction, and related equipment.
- Graduation from high school or acceptable equivalent, or vocational school. Some experience in equipment mechanical work at the journeyman level.
- Some experience in the area of work assigned sufficient to perform assigned tasks.
- Must have and maintain a valid driver's license as required for work being performed.
- Physical ability required in working assigned tasks and ability to deal with others.
- Working knowledge of first aid and applicable safety precaution.
- Ability to work independently and to complete daily activities according to work schedule.
- Ability to use equipment and tools properly and safely.
- Physical ability required in working assigned tasks and ability to deal with others
- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, department heads, elected officials and the general public.
- Ability to perform basic mathematical computations.
- Knowledge of English language including spelling, grammar, and punctuation.

**Preferred License and Certification:**

Valid driver's license is required, and a CDL is preferred.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily outside.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date