

MECHANIC**DEFINITION**

Under general supervision, maintains and repairs light and heavy transportation, construction and mechanical equipment.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Maintains and repairs light and heavy transportation, construction, and mechanical equipment; stocks inventory of equipment maintenance supplies and parts; surveys and inspects equipment to be repaired; completes work orders in a timely manner; answers customer complaints or inquiries.

Rebuilds hydraulic cylinders; replaces hoses, pumps and valves; welds for metal fabrication of brackets and parts; rebuilds and repairs transmissions and performs computer diagnostics; drives equipment; adjusts and replaces clutches; rebuilds and replaces power take-off units; adjusts and repair and replace brake systems; performs service on bulldozers, backhoes, road graders, rollers, paving machines, sewer trucks, mowers, weed eaters, chain saws and more, etc; services calls in the field to repair equipment on sight; tows equipment and/or vehicles.

Enters daily work orders completed and in progress into computer; communicates progress, problems and completion of work to supervisor; notifies supervisor of materials or equipment necessary to complete work orders; implements safety procedures and guidelines for the Mechanic Division.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledge of heavy and light equipment maintenance and repair methods and techniques.

Knowledge of occupational hazards and safety guidelines.

Knowledge of personal computer hardware and software.

Skill in the safe use of power and hand tools used in equipment maintenance.

Skill in prioritizing and completing equipment maintenance activities.

Skill in oral and written communication.

Skill in establishing and maintaining effective working relationships.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in office and service garage environments. Work may require frequent standing, walking, bending and lifting up to 50 pounds. May be exposed to repetitive motion, moving automotive parts and traffic and hazardous fumes and chemicals.

QUALIFICATIONS

A high school diploma or equivalent, **AND** one (1) year experience in heavy equipment repair; **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid Oklahoma driver's license and (Class B) Commercial driver's license.