

CITY OF DURANT JOB DESCRIPTION

Title:	Mechanic	FLSA Status:	Exempt
Department:	Public Works	Pay Grade:	5
Reports To:	Fleet Maintenance Manager		<i>Safety Sensitive</i>

POSITION SUMMARY

This position is responsible to ensure all equipment is maintained and vehicles are safe for the road by providing skilled maintenance, diagnosis, and repair of gas and diesel-powered engines within the City's fleet; and maintains a safe and clean shop environment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Performs preventive maintenance on gas and diesel engines, including greasing, changing oil, performing regular thorough cleaning, and minor repairs.
2. Replaces, balances and rotate tires.
3. Performs mechanical service and repairs on vehicles and equipment including small power equipment, mowers, cars, vans, and light trucks and construction equipment.
4. Performs mechanical service and repairs complex equipment including graders, loaders, backhoes, street sweepers and specialty vehicles.
5. Performs preventive maintenance, systems diagnosis, engine repair, brake repair, electrical repair, hydraulic systems repair, heating & cooling systems repair, suspension and steering repair.
6. Provide emergency field assistance to disabled equipment as needed.
7. Transports equipment to project sites utilizing various trucks and trailers as needed.
8. Performs road tests of vehicles to verify completeness of repairs.
9. Welds and cuts for maintenance, repair and manufacturing of equipment.
10. Diagnoses, repairs electronically controlled gates, emergency generators, fuel stations, overhead doors, pressure washers and shop equipment.
11. Contacts parts suppliers to acquire pricing information in the preparation of bid quotes.
12. Maintain accurate records of work projects and regular maintenance of City fleet. Schedules preventative maintenance and safety inspections on all service equipment.
13. Contacts parts suppliers for pricing information and part availability in preparation of bid quotes, and order parts as needed.
14. Schedules and performs minor repairs to fuel and lubricant handling equipment; researches and keeps informed on oil ratings and new engine lubricant requirements.
15. Communicates with vendors for parts and supplies used for vehicle and mechanical system maintenance.
16. Maintains cleanliness of shop and working order of shop equipment.

17. Responds to unforeseen emergency situations including weather events, cargo spills, traffic accidents, blocked roads, pavement buckles, and others as directed.
18. Reports to work for on-call after hours, as assigned.
19. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of the standard methods, materials, tool and equipment of the automotive – mechanic trade.
2. Knowledge of the principles of operation of gasoline and diesel driven equipment and of mechanical repair methods applicable to heavy trucks and construction equipment.
3. Knowledge and understanding of hydraulic fluid power systems.
4. Skill in the care and use of hand and machine tools employed in automotive repair work.
5. Skill in locating and repairing defects in automotive equipment.
6. Able to trouble shoot problems for proper and cost-effective repairs.
7. Records maintenance expenditures.
8. Knowledge of construction industry safety rules and ability to utilize all Personal Protective Equipment necessary.
9. Ability to oil, grease, fuel and perform preventative maintenance on assigned equipment and machinery.
10. Ability to understand and follow oral and written instructions.
11. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
12. Ability to understand and effectively carry out local policies and procedures; written instructions, general correspondence, and Federal, State, and local regulations.
13. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
14. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
15. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
16. Ability to define problems, exercise sound judgment, and address a variety of situations.
17. Ability to think quickly, maintain self-control, and adapt to stressful situations.
18. Ability to maintain professionalism at all times.
19. Ability to work as a member of a team.
20. Ability to establish and maintain effective working relationships with others.
21. Ability to perform mathematical calculations required of this position.
22. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces per training.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes.

MINIMUM REQUIRED QUALIFICATIONS

- High School diploma or equivalent and three (3) years' experience in diesel and automotive repair.

PREFERRED QUALIFICATIONS

- Post high school training/certification in a mechanic field.
- ASE Certification(s).

OTHER REQUIREMENTS

- Must obtain a class B Driver's license with 12 months of employment.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.