

FLSA: NON EXEMPT
PAY RANGE: 26
PAY CODE: HOURLY
WC/CODE: 8391

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CITY OF WHARTON MECHANIC

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform preventive maintenance and semi skilled and skilled repair work on all rolling stock in the city's fleet; and to provide administrative support with regard to fleet records maintenance and other related functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Mechanic Supervisor.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Important responsibilities and duties may include, but are not limited to, the following:*

Essential duties and responsibilities

- . Inspect and diagnose mechanical problems with vehicles and equipment in city fleet.
- . Perform diagnostic activities for gasoline, propane, diesel, or other types of fuel system engines; inspect and determine problem areas.
- . Weld, fabricate and assemble parts and equipment for city automotive and heavy equipment; fabricate, modify and repair body and chassis parts; weld, braze, solder, and cut steel, stainless steel and aluminum by torch and mig welder.
- . Replace component parts on vehicles and equipment; perform engine tune-ups and overhauling; perform safety inspections on equipment.
- . Analyze failures, determine problems and causes, and recommend solutions; inventory parts and equipment; order parts and equipment as needed.

Perform preventive maintenance on vehicles including minor brake repairs, engine repairs, electrical repairs, transmission repair, and repair to the heating and cooling systems on all city vehicles.

- . Operate shop machinery including grinders, welding equipment, and a variety of power and hand tools.

Other important duties and responsibilities

- . Assist in the general maintenance and cleaning of shop area.
- . Remain abreast of changed and innovations in the automotive and equipment repair industries.
- . Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods and techniques for maintaining various types of operational systems or vehicles and equipment.

Principles and techniques of welding.

Advanced principles and practices of inspection, diagnosing, troubleshooting and repair of gasoline, propane, diesel or other types of fuel powered engines.

Principles of electrical and hydraulic systems.

Shop tools and equipment used in mechanical repairs.

Operating procedures of machine shop equipment.

Ability to:

Operate a variety of repair tools and equipment in a safe and effective manner.

Troubleshoot and diagnose problems and causes in gasoline, propane, diesel or other types of fuel powered motors, and related equipment.

Perform welding and fabrication activities.

Work independently in the absence of supervision.

Maintain records related to vehicle and equipment repair and maintenance.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Follow all safety rules and regulations of the department to which assigned.

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *bending, stooping, kneeling, crawling or standing for extended periods of time*
- *lifting moderate to heavy items*
- *operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *evaluating status of vehicles and equipment*
- *operating assigned equipment and vehicles.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two to three years of increasingly responsible welding and automotive equipment repair experience.

Training:

Equivalent to the completion of the twelfth grade, plus additional specialized training in welding and automotive equipment repair.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.
Possession of, or ability to obtain a Refrigerant Recycling Certificate.

WORKING CONDITIONS

Environmental Conditions:

Shop environment; exposure to noise, dust, grease, smoke, fumes, gases.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy to moderate lifting; bending, stooping, kneeling, crawling or standing for prolonged periods of time; and operating motorized equipment and vehicles; highly developed manual dexterity.