

MECHANIC

PURPOSE OF JOB

Employees in this class are under general supervision. Work performed in executing maintenance and repair of automotive, construction, and maintenance equipment, both gasoline and diesel; performs other work as required.

EQUIPMENT/JOB LOCATION

- The employee will operate a variety of heavy and light equipment such as hydraulic press, drill press, welder, impact tools, floor jacks, wheel dollies, motor hoist, cutting torches, for maintenance and repair.
- The employee routinely works both indoors and outdoors and may be exposed to extreme conditions of weather, machinery with moving parts, excessive noise, fumes and chemicals or toxic substances.

ESSENTIAL FUNCTIONS OF THE JOB

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Repairs, rebuilds, and overhauls a wide variety of heavy equipment including air compressors, fire trucks and refuses equipment
- Performs periodic maintenance, making necessary adjustments to clutches, brakes, winches, fuel injection systems and other equipment systems including electrical systems
- Performs welding activities using arc or wire and oxy-acetylene welding equipment on a variety of equipment structures
- Utilizes the computer diagnostic machine to insure peak vehicular operations
- Operates a variety of equipment such as earth moving equipment, trucks, pumps, etc. for diagnostic purposes
- Keeps a variety of records on all equipment serviced

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Performs routine maintenance such as changes oil filters, lubricates vehicles, and other routine preventive maintenance services
- Performs routine mechanical work such as tune-up, brake work, and clutch adjustment and repairs
- Maintains and cleans related hand tools and equipment
- Connects hydraulic hose, belts, or other mechanical linkage to machine to provide power
- Inspects the equipment for mechanical problems and informs supervisor of any problems
- May work independently on a specific task
- Performs other work as required

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the principles of operation of gasoline and diesel engines
- Knowledge of methods, materials, equipment, and operation of general automotive and mechanical repair shops

- Knowledge of OSHA and TOSHA regulations
- Knowledge of safety precautions
- Knowledge of automotive and diesel repair, maintenance, and testing
- Knowledge of hydraulic principles
- Knowledge of the general techniques, materials, and practices of trades which are related to automotive and mechanical repair work, including welding, electrical, and machine shop work
- Knowledge of both heavy and light vehicles and non-vehicular mechanical equipment
- Ability to use computer diagnostic equipment
- Ability to weld
- Ability to perform heavy manual labor
- Ability to understand and follow oral and written instructions
- Ability to sit, stand, bend, crouch or stoop
- Ability to use the necessary tools and the required skills
- Ability to establish and maintain an effective working relationship with the public and other employees

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Any combination of training and experience equivalent to:

- High school diploma or equivalent
- Three years of progressively responsible experience in automotive, heavy automotive and mechanical repair and maintenance or on the job training combined with vocational school certification.
- Must possess own hand tools
- Possession of a valid Commercial Driver's License (CDL) Class B or the ability to obtain within six (6) months of employment.
- Must be able to lift up to 100 lbs
- Must be examined by a city designated physician to make a determination if applicant will be able to perform all essential duties required of this position

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated machines and tools which include a motor vehicle, computer, printer, typewriter, facsimile machine, copy machine, calculator, and telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty (50) pounds of force occasionally, and/or up to twenty-five (25) pounds of force frequently. Physical demand requirements are at levels of those for heavy work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Some tasks require the ability to perceive and discriminate colors, or shades of colors, sounds, odor, depth, and visual cues or signals. Vision requirements include being able to read small prints such as maps.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to this job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to this job.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

ENVIRONMENTAL FACTORS: Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, wetness, humidity, rain, fumes, smoke, temperature and noise extreme, electric currents or toxic agents.

EQUIPMENT MACHINERY AND MATERIALS UTILIZATION: Requires the ability to operate and control a vehicle and various office equipment and supplies, etc.

Note: This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

