

POSITION DESCRIPTION
City of Brewer

Class Title: Mechanic
Department: Public Works
Division: Maintenance
Date: March 15, 2015

Job Code Number:
Grade Number: III
Union: AFSCME Council 93
Location: Public Works Maintenance Shop

GENERAL PURPOSE

Responsible for maintenance and repairs of varying degrees on City owned vehicles and equipment.

SUPERVISION RECEIVED

Works under the supervision of the Shop Foreman.

SUPERVISION EXERCISED

May supervise Public Works crew members when assigned to assist with repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Safely performs maintenance and repairs on City owner vehicles and equipment.

Works directly with Shop Foreman to troubleshoot repairs on vehicles and equipment.

Performs State inspections on City owned vehicles.

Provides maintenance and repair support during plowing operations, days, night, weekends and holidays as needed.

Provides maintenance and repair support on jobsites as needed.

Performs other related duties as required or assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Six (6) years' experience as a commercial mechanic.
- (C) Possession of, or ability to obtain a Class II CDL operator's license.
- (D) Welding and forging methods.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of practices and equipment of the automotive mechanic trade, particularly in the major overhaul of complex automotive and related construction and maintenance equipment.
- (B) Knowledge of the principles of the operation of gasoline and diesel engines and of the mechanical repair methods applicable to heavy trucks and construction equipment.
- (C) Skill in the use and care of hand and machine tools employed in the automotive repair and adjustment work.
- (D) Ability to perform body work on vehicles including painting.

- (E) Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees, supervisors and the public; Ability to perform heavy manual tasks under varying weather conditions.

SPECIAL REQUIREMENTS

Mechanics are required to possess a commercial tool box and standard tools including but not limited to drives from ¼” to ½” and wrenches up to 1 ½” along with other standard tools required for most mechanic work.

TOOLS AND EQUIPMENT USED

Hand tools, air tools, grinders, cutting touches, various types of welding equipment, electrical testing equipment, and a variety of safety equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions, dusty conditions and vibration.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:
July 1, 1998

Revision History:
Initial use of new format