

CITY OF NEW BUFFALO JOB DESCRIPTION

MECHANIC

Supervised By: Street Superintendent
Supervises: No supervisory responsibility

Position Summary:

Under the daily supervision of the Street Superintendent, performs a variety of routine maintenance and skilled repairs on public works equipment and vehicles. Operates light and heavy equipment and provides general labor in support of a wide range of public works projects as operational needs demand.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs routine maintenance on a range of City equipment, vehicles, tools and machinery. Changes and repairs tires, tunes engines, changes oil and filters and replaces worn out or broken parts. Establishes and adheres to preventive maintenance schedules.
2. Completes standard and complex repair work on engines, hydraulics and other systems and components. Overhauls and rebuilds systems and components as necessary.
3. Diagnoses malfunctions in vehicles and equipment using diagnostic equipment and standard methods of mechanics. Disassembles, inspects and tests mechanical and electrical components to identify needed repairs. Repairs or replaces parts and components to ensure proper equipment performance.
4. Regularly inspects City vehicles, equipment, tools and machinery and recommends replacement as appropriate.
5. Maintains an inventory of parts and materials. Places orders to ensure proper stock according to established purchasing procedures.
6. Establishes and maintains complete service records on equipment and vehicles. Documents resource expenditures including time spent and supplies or parts used.
7. Fabricates, welds and otherwise modifies equipment to meet City performance needs. Installs "changeover" accessories such as plows and graders.
8. Coordinates repairs with commercial garages or dealers as necessary.

Initials

9. Assists in all other areas of the Public Works Department as assigned including, water, wastewater, streets and grounds. Supports the installation, maintenance and repair of the City's infrastructure and related facilities and operates a wide range of public works vehicles, equipment and tools.
10. Responds to emergencies, is available on a stand-by basis and works night or weekend hours as operational needs demand.
11. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma with additional technical training in applied mechanics, engine maintenance and repair or related field.
- Must be certified as a mechanic by the State of Michigan.
- Minimum 5 years' experience in automotive repair and maintenance, preferred diesel experience.
- A Michigan Commercial Driver's License (CDL) Class B with airbrakes specification license.
- Knowledge of internal combustion engines, electrical systems, hydraulics, transmissions, differentials, brake systems and other components of vehicles and equipment.
- Knowledge of welding and cutting techniques.
- Knowledge of safety procedures and precautions involved in equipment and vehicle maintenance work.
- Knowledge of the tools, methods and equipment used in diagnosing, servicing and modifying public works equipment and vehicles.
- Skill in completing a variety of routine and skilled mechanical maintenance and repair tasks on a full range of public works equipment and vehicles.
- Skill in diagnosing, analyzing and solving complex mechanical problems.
- Skill in the use of public works vehicles, equipment and tools.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with vendors, other employees and the public.
- Ability to prepare, organize and maintain accurate records.
- Ability to work independently and complete projects according to deadlines.
- Ability to respond to public work emergencies and to work outside of normal business hours.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 communicate with others in person and on a radio or telephone. The employee is frequently required to view and occasionally produce, written and electronic documents. The employee is frequently required to inspect machinery and operate a manual or power equipment and tools.

While performing the duties of this job, the employee frequently works in a garage facility. The employee is exposed to moving mechanical parts, adverse weather conditions, risk of electrical shock, vibration, fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate, and can be occasionally be very loud.

ACKNOWLEDGMENT

This job description has been presented to _____. The Employee and the Employer have had the opportunity to discuss the job description and ask any questions.

I, _____, acknowledge that the aforementioned job description has been presented to me. I will use this description as an outline and guide of the expectations and requirements of my position.

Signature of Employee

Date

Initials