

CITY OF GOODING

CLASS SPECIFICATION

MAINTENANCE MECHANIC

Pay Grade: 10

FLSA Designation: Non-Exempt

Classification Summary

The primary function of an employee in this class is to perform skilled journey level skilled mechanical and technical duties to maintain and repair automotive, light, and heavy equipment, including diesel equipment. The principal duties of the position are performed in a repair shop environment and include use of electrically powered maintenance and heavy equipment and exposure to fuels, fumes, and solvents. The work is performed under the direct supervision of the Streets/Sanitation/Mechanical Supervisor, although some latitude is allowed for the exercise of independent judgment and initiative. The principal duties of this class are performed in a treatment plant and outdoor environment that may include working in adverse weather conditions and hazards involving the use of power tools and equipment and exposure to hazardous materials.

Essential Duties and Responsibilities (may vary by assignment)

- Inspects and performs preventive and corrective maintenance of the City's automotive, light, and heavy-duty equipment, both gas and diesel;
- Performs maintenance and safety inspection functions including but not limited to, inspecting and replacing such component parts as starters, alternators, generators, batteries, hydraulic cylinders, carburetors, brake systems, and related components;
- Services vehicles and equipment with fluids and lubricants, performing tune-ups, clutch and brake adjustments, and servicing front end steering and suspension systems;
- Diagnoses mechanical, electrical, and hydraulic systems and estimates cost of repair;
- Assists in repair and overhaul of gasoline and diesel engines, power trains, chassis, power plants, and related mechanical systems;
- Records hours, parts, and activities in a computer maintenance tracking system;
- Maintains, cleans, and repairs shop tools, equipment, and work areas;
- Cuts, fabricates, and welds metal to perform repairs, performs body repair, and touchups;
- Determines nature and extent of problems and whether repairs are made in house or by a vendor;
- Monitors repair work sent out for cost, quality, and completeness;
- Assists in preparing bid specifications for vehicles and equipment;

- Maintains shop area in a neat, tidy, and orderly manner;
- Operates a variety of vehicles and heavy equipment, including but not limited to, tractor mowers, dump trucks, front end loaders and attachments, sweepers, pavers, backhoes, water tankers, snow removal vehicles, street marking equipment, graders, sanitation trucks, and related equipment;
- Operates a variety of hand tools and power tools, including but not limited to, sledges, hammers, picks, air compressors, chainsaws, air hammers, jacks, sprayers, and related equipment;
- Maintains current inspection, maintenance, repair, and daily work records, reports, and logs;
- Maintains cooperative working relationships with supervisor and co-workers, other City staff and administrators;
- Performs all work duties and activities in accordance with City and Department policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs the duties of Public Works Operator II or other Public Works jobs as needed;
- May be required to work other than regularly scheduled work hours;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Materials, methods, principles and practices, tools, and objectives of vehicle and equipment maintenance and repair;
- Installation, diagnosis, servicing, and repair of gasoline and diesel engines, brake systems, steering and suspension systems, hydraulic systems, power and transmission systems, vehicle electrical systems, computerized engine controls, and related components and systems;
- OSHA and City safety standards related to diesel, automotive, and equipment repair;
- Heavy and construction equipment operation and maintenance;
- Equipment and tool operation and maintenance practices;
- Federal (OSHA) regulations and City policies regarding safe work practices relating to use of power tools.

Ability to:

- Read and interpret technical and service manuals, instructions, and documents;
- Operate vehicle and equipment diagnostic equipment;
- Operate a variety of hand, electric and air tools;
- Perform corrective and preventive maintenance on emergency response vehicles;
- Operate hand and power tools;
- Operate a motor vehicle, including heavy equipment;
- Read and interpret meters and testing equipment;

- Communicate effectively with the public and other employees.
- Coordinate a variety of tasks and schedules to meet demanding timelines;
- Read, comprehend, and follow oral and written instructions and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Communicate both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently or as a team member;
- Establish and maintain effective working relationships with the public, other City employees, supervisory and subordinate personnel, and elected and appointed officials.

Acceptable Experience and Training

- High school diploma or GED equivalency required and one year mechanics training is required; two year associates degree in mechanical systems is preferred;
- Two (2) years experience as a journeyman mechanic is required; and four years experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Public Works Operator II.

Special Qualifications

- Idaho Class B CDL and airbrake and tanker endorsements is required and Class A CDL is preferred.
- Must provide active phone number for after hours contact;

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, discern engine and other mechanical noises, and communicate effectively with the public and other employees;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, read gauges, detect metal fractures, prepare worksheets, and review and interpret a variety of written documents, plans, specifications, and technical manuals;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment, a variety of hand, electric and air tools and equipment, operate a motor vehicle, and operate light and heavy duty equipment;

- Sufficient body mobility, strength, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to stand for long periods of time; bend, sit, squat, stretch, and work in awkward positions for extended periods of time; lift and carry objects weighing up to 1000 pounds, and work in a garage/repair shop environment.