

POSITION DESCRIPTION

Position Title: Mechanic
Department: Public Works
Division: Municipal Garage
FLSA: Non-Exempt
Retirement: KPERS
Effective Date: October 21, 2021

GENERAL PURPOSE

Performs semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment of the departments/divisions of the City.

SUPERVISION RECEIVED

Works under the general supervision of the Master Mechanic.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed).

- Plans, carries out and evaluates preventative maintenance schedules for all vehicles and mechanical equipment, either personally or through outside vendors.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Tests, services and repairs vehicles and mechanical equipment.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Performs minor body repair, touch up and related work.
- Changes and repairs tires and tubes.
- Evaluates status of mechanical equipment/vehicles, and performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair and replacement.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Performs other duties as assigned.
- Ability to work flexible/extended hours during emergencies or snow removal events.

PERIPHERAL DUTIES

May serve as a member of various employee committees.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Be at least 18 years old at time of hire; and
- (B) Graduation from high school or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field; and
- (C) Three (3) years of related experience.
- (D) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of automotive mechanics; Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment; Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to establish and maintain effective preventative maintenance programs, policies and procedures; Ability to maintain effective accounting procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

SPECIAL REQUIREMENTS

- (A) Must obtain Kansas (or State equivalent) Class B Commercial Driver's License (CDL) with air brakes, within 120 days of hire and retain for duration of employment.
- (B) Subject to immediate call outs during snow, storm, traffic signal or other emergencies.
- (C) Must comply with the City's established on-call response timeframes (40 minutes) within 90 days of hire date.

DESIRABLE QUALIFICATIONS

- (A) Five (5) years experience as an automotive or truck mechanic in the repair of such equipment and experience in the use of diagnostic equipment.
- (B) A.S.E. Certification.
- (C) Welding experience and certification.

TOOLS AND EQUIPMENT

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, copier, phone; mobile or portable radio.

