

**City of Cottage Grove
Job Description
Mechanic**

Department: Public Works & Development	FLSA: Non-Exempt
Reports to: Fleet & Facilities Supervisor	Representation: Laborers
Pay Range: Range 13	Date Adopted: July 2023

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

The Mechanic position performs skilled service, maintenance and repair work on automotive and related equipment. Work requires a high degree of technical knowledge, as well as the ability to exercise independent judgment in determining repair methods. Work may include performing preventive maintenance tasks on equipment, troubleshooting hydraulic and electrical problems, and servicing heavy equipment. Assignments may increase in scope and responsibility as increased knowledge and work skill is attained. This position is also responsible for performing related work as required.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

ESSENTIAL FUNCTIONS:

1. Performs skilled mechanical repair on various types of fleet equipment such as vehicles, trucks (both light and heavy-duty) gasoline and diesel engines, heavy equipment such as front end loaders, street sweepers, various police equipment, mowers and small engines, along with all other types of municipal power-driven equipment in accordance with standard trade practices.
2. Diagnoses mechanical problems using a variety of equipment.
3. Dismantles and assembles equipment using hoist, cranes, etc.
4. Repairs, adjust, overhauls or rebuilds engines, transmissions and differentials.
5. Rebuilds starters, generators and alternators.
6. Replaces u-joints and clutches.
7. Tests emission control systems.
8. Diagnoses air and hydraulic problems.
9. Repairs air, hydraulic and electrical brake systems.
10. Performs retrofitting of specialized equipment and accessories.
11. Performs complete brake jobs and adjusts brakes on all equipment.
12. Inspects, repairs, and replaces defective parts as needed.
13. Rebuilds and fabricates various equipment, such as water tanks, mowing equipment, walking floors, etc.

14. Performs emergency mechanical repair in shop or in the field and trouble-shoots malfunctions needing immediate repair.
15. May perform structural repair and fabrication employing a variety of welding techniques.
16. Provides assistance and information to co-workers regarding specialized work such as testing and repairing computerized electronic controls in automobiles.
17. Inspects, repairs, or replaces parts, and performs adjustments to keep equipment in good working condition.

IMPORTANT FUNCTIONS:

1. Enters and maintains electronic records of repair and servicing of vehicles and equipment.
2. Follows proper procedures for creating requisitions and work orders, assist in setting up maintenance schedules, obtain repair service parts and supplies, maintain records of parts and supplies used in work production. Demonstrate knowledge of parts buying and stocking.
3. Inspects and makes repairs to vehicles and equipment such as electrical lighting repair and replacement, wiper repair and replacement, and other adjustments to components.
4. Secures, cleans and maintains shop facility and equipment.
5. Complies with all safety regulations and participates in effective shop safety program.
6. Assists Water Treatment and Wastewater Treatment Plants with occasional repairs.
7. Assists other maintenance crew with various projects; setting up/breaking down equipment.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements 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.

1. Distinguishes colors to interpret electrical circuitry.
2. Cleans work area and equipment using cleaning fluids and agents.
3. Uses a respirator when performing duties requiring exposure to hazardous fumes and/or when working in a confined space.
4. Must be physically able to safely lift a minimum of 50 pounds.
5. Moves heavy (50 - 800 pounds) objects, such as transmissions, engines, etc., with the assistance of a forklift or other device.
6. Works in small, cramped areas, at heights greater than ten feet, in repairing lighting systems on vehicles and performing operational and safety inspections on aerial manlift equipment.
7. Works in a variety of weather conditions in performing field safety inspections and road service calls.
8. Meets scheduling and attendance requirements.

JOB SPECIFICATIONS:

Minimum Qualifications:

- High School Diploma or Equivalent.

- Two-Year training program/apprenticeship in automotive or heavy equipment mechanics.
- Four years of responsible experience as a general mechanic, including at least one year of experience on vehicles and light trucks and at least one year on heavy equipment.
- An equivalent combination of experience and training that will demonstrate the required knowledge and abilities of qualifying.

Knowledge, Skills and Abilities:

Knowledge of:

Standard methods, tools and materials used in maintaining, repairing and overhauling automobiles, trucks and heavy equipment.

Diesel engines and their components.

Use of testing and diagnostic equipment such as engine and emission analyzer.

Use of hydraulic testing equipment.

Use of welding equipment and lathes.

Knowledge of occupational hazards and safety precautions of automotive and machine shop work.

Ability to:

Operate vehicles or heavy equipment for diagnostic or testing purposes.

Work independently and exercise independent judgement, including emergency callout situations and performing work off-site.

Diagnose mechanical difficulties and determine repairs needed.

Complete quality services and repairs to meet or exceed industry or internal standard repair times.

Follow oral and written instructions and keep accurate records.

Prioritize and organize assigned work tasks.

Work well with all co-workers and be a positive role model for employees.

Follow all City and department policies, procedures and practices.

Perform basic mathematical computations for fabrication and work layout.

Skill in:

Use of computer software including fleet management system databases, etc.

Problem solving.

Communication.

Attention-to-detail.

Time management.

Special Requirements and Certifications:

- Operates and tests vehicles and equipment requiring a Valid State of Oregon Commercial Vehicle Operators License (class A), or the ability to obtain within 12 months.
- ASE Master Automotive or Heavy Truck Certification.
- Master Fleet Service Technician Certification.

Supervisory Duties:

Supervision is not a typical responsibility of this position.

Supervision Received:

Work is performed under the general supervision of the Fleet and Facilities Supervisor, with the majority of work performed independently.

Contact with Others:

Daily contact occurs with other employees in the Maintenance Shop and regular contact with immediate supervisor. Frequent contact with outside vendors. Employee must have a demonstrated ability to maintain effective working relationships and the ability to be professional and courteous at all times.