



MECHANIC / CERTIFIED MASTER MECHANIC

JOB DESCRIPTION

Department: Public Works	Division: Equipment Services
Work Location: Public Works	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: Fleet Manager	Union: AFSCME

~~JOB SUMMARY: Diagnoses mechanical problems, repairs and rebuilds equipment; checks and schedules work with other departments; orders parts as needed; welds, sand blasts, and paints equipment.~~

JOB SUMMARY

Performs highly skilled work in the diagnosis, maintenance and repair of gasoline and diesel powered equipment and vehicles. Work requires a considerable amount of self-initiative and independent judgment in maintenance and repair activities. Works closely with other departments coordinating maintenance and repair activities, maintaining current and accurate records of work performed. Responds to fleet related emergency and non-emergency situations outside of normal working hours.

DISTINGUISHING CHARACTERISTICS

Mechanic: Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Certified Master Mechanic in that the latter performs more complex duties and assumes a greater level of responsibility.

Certified Master Mechanic: This is the advanced level class in the Mechanic series. Positions at this level are distinguished from the other class within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Additionally, incumbents in this classification possess ASE Master level certification.

ESSENTIAL FUNCTIONS

- Diagnoses, maintains and repairs all city owned/leased gasoline and diesel powered vehicles, construction equipment, including police and other emergency vehicles, fire apparatus, snow plows, excavation and loading equipment and other specialized heavy equipment. Diagnoses mechanical problems, repairs and rebuilds water pumps, lawn mowers, saws, and compactors.

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- Diagnoses, removes, replaces and repairs electrical and electronic systems including engine controls, accessories, lighting, charging and cranking systems, engines, fuel systems, ignition systems, emission control systems, cooling and exhaust systems.
- Diagnoses removes, replaces and repairs air, hydraulic, and electric brake systems, suspensions, chassis, steering, tires, pumps, motors, tanks, valves, pipes, hoses, hydrostatic transmissions. Diagnoses problems and repairs brakes, transmissions, rear ends, clutches, hydraulic systems, valves, and pumps, including sewage pumping stations.
- Diagnoses removes, replaces and repairs heating, air conditioning, and ventilation systems: transmission, clutches, drive shafts, axels, chain drives, u-joints, flex-couplings and other components.
- Cleans, lubricates, adjusts and repairs the mechanical components of equipment.
- Welds and fabricates parts or damaged components for construction/plow equipment.
- Assists and guides operators in the proper operation and maintenance of vehicles and equipment.
- Makes parts lists, orders parts, completes repair orders, and maintains work tools and equipment. Orders parts as needed to maintain stock; picks up parts.
- Cleans and maintains shop area: cleans dirty components or areas on vehicles to be worked on for safety and efficiency. Cleans shop, storage area, and parts room.
- Tests, operates and drives equipment and vehicles: picks up parts and tools: delivers cars and trucks to various locations.
- Maintains records of all equipment repairs.
- Receives on-going current training in relevant vehicle systems.
- Assists in the research, development, and preparation of equipment and vehicle specifications.
- Performs other related duties as assigned:

~~Diagnoses problems and repairs rolling stock such as sweeper, endloader, snow blower, salt spreader, snow plow, and Vactor.~~

~~Performs tune ups on City vehicles routinely as needed.~~

~~Welds equipment and furniture as needed.~~

~~Sand blasts, paints, and repairs body of equipment as needed.~~

~~Replaces and adjusts bed knife and cutting blades in chipper and teeth in stump grinder as needed.~~

~~Prepares shop work orders on equipment repair.~~

~~Maintains file cards on City fleet.~~

~~Checks and schedules work with other departments.~~

~~Makes service calls to other departments as needed.~~

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- ~~Knowledge and skills typically acquired through graduation from high school a minimum of five years of professional, verifiable professional experience in gasoline or diesel engine maintenance and repair work, or any combination of training and experience that provides equivalent training. Knowledge and skills typically acquired through graduation from high school and three years work experience as a mechanic.~~
- Preferred qualifications:
 - Completion of a two (2) year training program in automotive or heavy-duty truck maintenance and repair from an accredited trade or vocational school.
 - Satisfactory completion of a qualifying co-op or apprenticeship program.
 - ASE Master Technician status
 - Possession of National Fire Protection Association (NFPA) emergency vehicle certifications (F1) Inspection, Maintenance and Testing of Fire Apparatus. Additional emergency vehicle certifications from the NFPA are also desirable.

Thorough Knowledge of:

- Methods, materials, tools and techniques used in the repair and maintenance of vehicles and equipment including gasoline and diesel engines and complex mechanical, hydraulic and electrical operating systems.
- Occupational hazards and safety precautions of the trade.
- Safe use of oxygen-acetylene and arc welding equipment.
- ~~Knowledge of standard materials, tools, and equipment used by mechanics.~~

Skill in:

- Diagnosis, repair, and maintenance of city vehicles and equipment.
- Use of power tools, hand tools, and shop equipment
- Reading and interpreting technical manuals and schematics
- Use of computers and job related software programs
- Troubleshooting and diagnosing problems and causes in automobile, diesel, construction and related equipment.

Ability to:

- Diagnose and repair complex defects, and trouble shoot a wide variety of vehicle and equipment mechanical problems and make repairs.

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- Perform a full range of assigned maintenance/repair activities without detailed instructions as to specific procedures to be followed.
- Safely operate City equipment in connection with repair and servicing.
- Follow oral and written instructions.
- Interpret and work from CD Rom service manuals, on-line systems, written specifications and diagrams.
- Provide information for preparation of accurate fleet maintenance records.
- Establish and maintain effective working relationships with supervisors, coworkers, other employees and the public.
- Operate tools and equipment properly and safely.
- Use personal computers for research and communications.
- Utilize software application to book 100% of all daily billable hours and parts utilized in repairs.

Licenses, Certifications and Memberships Required

- Class B CDL with air brake endorsement required on date of hire (preferred), or within 6 months of hire. A valid CDL license must be acquired and maintained.
- ASE certification for Automobile & Light Truck (A Series) and/or Medium-Heavy Truck Certification Tests (T Series).
- For Certified Master Mechanics: Possession of ASE Master level certification in Automobile and/or Heavy/Medium Truck. ~~Certified as a Master Automobile Technician through the National Institute for Auto Service Excellence (ASE) or comparable certification approved by the City.~~
- Ability to obtain a Class A Illinois commercial driver's license.
- Ability to obtain fork lift operator's certification.
- Possession of air conditioning EPA certification.
- Ability to obtain Emergency Vehicle Technician (EVT) certification.

RESPONSIBLE FOR: RESPONSIBILITY:

- Responsible for diagnosing mechanical problems, repairing and rebuilding equipment.
- Safe operations of City heavy equipment, tools and boxes or stooped positions on, under or inside vehicles and equipment.
- ~~Responsible for routine maintenance of equipment used.~~

CONTACTS

- Daily contact with other ~~departments~~ City employees.
- Daily contact with parts stores and dealerships.

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- Occasional contact with the public.

PHYSICAL REQUIREMENTS

Ability to:

- Operate tools and machinery used in automotive work.
- Lift ~~100~~ 80 pounds on a regular basis.
- Work outdoors in a variety of conditions.
- Focus on small or distant objects, recognize depth of objects, work outdoors at night with reduced lighting.
- Stand for long periods of time; work in cramped and or tight spaces.
- Work in situations where the following are present: loud noise levels, chemicals such as oil, fumes and gasses, paint, dust and dirt, and noxious odors.

WORK ENVIRONMENT:

~~Works indoors and out of doors year round.~~

~~Works around dust, paint fumes, and noise.~~

~~On call for emergency situations.~~

~~Must provide own tools.~~

WORKING CONDITIONS

There is routine exposure to significant levels of heat, cold moisture and air pollution. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and cold or inclement weather, and physical trauma of a minor nature such as cuts bruises and minor burns. The work requires the use of protective devices such as masks, goggles, or gloves.

Certain city functions operate on a 24 hour per day, seven day per week schedule, and may require support on any shift. May be required to respond to calls for assistance during any shift.

Supervision Received

Work is performed under the direction of the Fleet Manager. The employee is called to perform highly technical repairs and uses independent judgment in identifying and troubleshooting the malfunction as well as determining the most appropriate course of repair. Service requests and maintenance orders are processed through electronic software systems, verbal and/or written instructions. Tasks to be performed and the completion reporting are ~~input~~ imputed into the software system, with the employee responsible for identifying and troubleshooting required work. Employee is responsible for completing work according to City work rules and safety regulations. Guidance is provided through City rules and

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regulations, policies and procedures, Union Contract, DOT and OSHA standards. Work is checked at the completion of a project through observation, meetings, and feedback from the Fleet Manager and user employees. Work is evaluated at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standards.

The work environment characteristics described herein 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.

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.

Prepared By: _____
Signature Date

Approved By: _____
Human Resources Manager Date

Approved By: _____
Department Head Date

Class Specification History

Revised definition, minimum qualifications, and add distinguishing characteristics: January 28, 2015

For HR/Finance Use

Title Code /077	Pay Grade
EEO Category 7- Skilled Crafts	