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| <b>Job Title</b>               | Equipment Mechanic |
| <b>Department</b>              | Public Works       |
| <b>Employment Status</b>       | Full-Time          |
| <b>Exempt/Nonexempt Status</b> | Non-Exempt         |

### Scope of Work

The Equipment Mechanic performs a range of skilled and semi-skilled work in the maintenance, rebuilding, and repair of municipal apparatus and equipment, including mechanical and electrical components.

### Supervision

|                 |                            |
|-----------------|----------------------------|
| <b>Received</b> | Assistant Fleet Supervisor |
|-----------------|----------------------------|

### 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 to satisfaction.*

- Performs preventative maintenance on municipal vehicles, machinery, and equipment.
- Performs diagnostics and repairs on vehicles, machinery, and equipment reported by operators and supervisors/department heads.
- Performs basic auto body work, refinishes apparatus, and performs related welding and sandblasting work.
- Keeps detailed maintenance and repair records using fleet management software.
- Receives and stocks inventory of parts and supplies for municipal vehicles and equipment.
- Builds and fabricates materials for vehicle and equipment repairs.
- Performs annual state inspections on all road vehicles and machinery.
- Maintains work area and equipment in safe and operable condition, adhering to all applicable safety and health rules and regulations.
- Mandatory participation in the Snow & Ice Program; may include road treatment, plowing, snow hauling, etc.
- Performs other related job duties as required.

### Education and Experience

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- High school, plus elementary technical training, acquired on the job or through one year or less of technical or business school.
- Four to six years of relevant experience.
- Valid driver's license.
- CDL Class B.

**Beneficial:**

- Automotive Service Excellence (ASE) certification series T4-6 and T8.
- Automotive Service Excellence (ASE) certification series L3.
- EPA 609 certification.
- 2A/1C/4G Hoisting Engineer license.

## **Knowledge, Ability, and Skill**

In addition to appropriate education and experience, the individual should also have the following knowledge, abilities, and skills:

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge of</b> | <ul style="list-style-type: none"> <li>• Principles, procedures, methods, and techniques involved in the repair and maintenance of gasoline, diesel, and electric motor vehicles and equipment.</li> <li>• Welding, body work and refinishing and computer enabled devices.</li> <li>• Repair of electrical and hydraulic systems.</li> <li>• Safe repair practices.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Ability to</b>   | <ul style="list-style-type: none"> <li>• Multi-task and manage conflict.</li> <li>• Communicate effectively both orally and in writing.</li> <li>• Maintain effective collaborative working relationships.</li> <li>• Meet deadlines.</li> <li>• Work independently.</li> <li>• Read and interpret vehicle/equipment manuals and technical specifications.</li> <li>• Significant mechanical abilities are required to repair and maintain a variety of motorized equipment.</li> <li>• Operate light and heavy motor equipment.</li> <li>• Use standard and special motor mechanic's tools.</li> <li>• Perform welding and brazing operations.</li> <li>• Follow detailed written instruction/repair manuals.</li> <li>• Troubleshoot electrical and mechanical problems and determine appropriate, cost-effective solutions for vehicles and equipment.</li> </ul> |
| <b>Skill in</b>     | <ul style="list-style-type: none"> <li>• Strong communication, problem-solving, and customer-service.</li> <li>• Operating above mentioned equipment.</li> <li>• Strong recordkeeping, organization, and planning.</li> <li>• Interpersonal skills to effectively interact with other municipal employees and a variety of outside repair/service vendors.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## **Physical and Environmental Working Conditions**

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, exhaust and chemical fumes, toxic agents, dust, smoke, hot or cold temperature extremes, wetness and humidity, oil, dirt/dust, grease, dim lighting, vibrations, electrical currents, and heavy machinery.
- Work may be continually performed in typical shop conditions or outdoors, regardless of weather conditions. May be required to be on call for 24 hours or be under prolonged pressure during emergency situations.
- Duties involve assignments requiring application of hand-eye coordination with finger dexterity and motor coordination.
- Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use. Visually inspects surroundings and fine details to assess conditions of vehicles and equipment.
- Work requires moderate and intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s), and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.
- Must be able to lift and/or move up to and including 50 pounds and sometimes lift 50+ pounds.

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*