

**City of Sallisaw
Job Description**

Job Title: Mechanic

Exempt (Y/N): No

Department: Equipment Services

Date: July 2018

Reports To: Equipment Maintenance Superintendent

SUMMARY:

The incumbent is responsible for maintaining and repairing city equipment in a safe and efficient manner. Performs and participates in the maintenance and repair of various light, medium and heavy duty vehicles and equipment. Depending upon years of experience and educational background, incumbent may be classified as Mechanic I or Mechanic II.

Mechanic I: Entry level position with knowledge of maintenance and repair of various light, medium and heavy duty vehicles and equipment. Generally, incumbent will have less than five (5) years of experience.

Mechanic II: Advance level position with extensive knowledge of maintenance and repair of various light, medium and heavy duty vehicles and equipment. Generally, incumbent will have more than five (5) years of experience and possess vehicle and equipment maintenance certificates from an accredited career and technology program. Incumbent typically has ability to perform dependable work with only occasional instruction or assistance.

*****This job classification is designated as a “safety sensitive” position, therefore an employee in this position is subject to random drug and/or alcohol testing.**

ESSENTIAL DUTIES AND RESPONSIBILITIES: include, but are not limited to, the following. Other duties may be assigned.

1. Inspect, diagnose, and locate mechanical problems in automobiles, trucks and a variety of diesel and gasoline powered construction equipment.
2. Performs small engine maintenance and repair, such as lawnmowers, weed eaters, chainsaws, etc.
3. Overhaul, repair and adjust engines, transmissions, differentials and clutches on heavy and diesel equipment.
4. Performs engine tune ups; cleans and adjusts carburetors; repairs hydraulic systems; and, rear end and axle repairs. Performs repair of cooling, fuel, electrical and exhaust systems.
5. Replace/repair wheel bearings, clutches, oil seals, suspension parts, steering, brakes, lights and electrical equipment.
6. Ability to perform light metal fabrication work, bending, welding and pipe fitting.
7. Perform preventive maintenance on vehicles and equipment.

8. Maintain work, time and material records.
9. Clean shop.
10. Prepare and complete work orders.
11. Order supplies and locate parts as needed.
12. Enter necessary information into computer and files work orders.
13. Performs emergency and overtime work as necessary.
14. Appear for scheduled work with regular, reliable and punctual attendance.
15. Perform other duties as required or assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) plus trade or technical school and three years related experience and/or training; or equivalent combination of education and experience. Knowledge of equipment, tools, and procedures to overhaul and repair gas and diesel powered equipment; knowledge of operation and care of internal combustion engines; knowledge of safe working practices and preventive maintenance procedures.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

INTERNAL AND EXTERNAL COMMUNICATION:

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. Occasional contacts with outside representative on routine matters. Must be able to maintain a cooperative working relationship with other departments and personnel of the City.

MATHEMATICAL SKILLS:

Ability to apply concepts of basic math skills including calculations of circumference and volume.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee must be able to sit, taste, smell, stand, walk, use hands, arms and fingers to handle, feel and reach. Must be able to climb and balance; and stoop, kneel, crouch and crawl. Employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here 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.

While performing the duties of this position the incumbent is exposed to outdoor weather conditions; extreme heat and cold and wet or humid conditions. Incumbent works in high precarious places, near moving mechanical parts and may be at risk of electrical shock and/or vibration. Incumbent may be exposed to fumes, airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually loud.

** A pre-employment drug test is required. Successful applicant must reside within a twenty (20) minute response time of the city limits of the City of Sallisaw.

Approved:  _____
City Manager

Date: 2/13/2020

Modified: August 2011
November 2014
March 2018
July 2018
February 2020

Pay Grade: Mechanic I, Grade 7
Mechanic II, Grade 11