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Class Description

Job Title: Mechanic

Reports To: Fleet Supervisor

FLSA Status: Non-Exempt

**General Description**

The purpose of this job within the organization is to maintain and repair fleet cars, trucks, machines, lawn and tree equipment and any other mechanical equipment as needed.

This position is considered essential during times of emergency and incumbents must be willing and able to work long shifts in adverse conditions. May be required to report for duty on short notice or remain on duty for longer than the normal shift. Must be available to work weekends and at odd hours during emergency situations.

This job works under general supervision, independently developing work methods and sequences.

**Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job/class as necessary.**

The work ranges from minor repair to overhaul of equipment to include mowers, saws, passenger cars, trucks, tractors, loaders, compressors, pumps and other heavy construction equipment. The work involves welding and machine shop operations under the direct supervision of the Fleet Supervisor.

**Essential Functions:**

Services equipment including hand and mechanical tools, vehicles, and equipment operated by city staff.

Replaces parts of truck and construction equipment mechanical systems.

Replaces, changes, and repairs tires; cleans and washes vehicles and equipment; and performs small repairs of hand tools and minor equipment.

Installs exhaust pipes, mufflers, heaters, shock absorbers, radiators, spark plugs, filters, brakes, wheel bearings and other steering and drive train related parts.

Examines equipment for mechanical and electrical defects and determines the nature and extent of needed repairs by visual inspection, road testing, and use of diagnostic equipment.

Repairs automotive equipment by adjusting, rebuilding, welding or replacing broken, worn or damaged, mechanical and electrical parts; inspects ignition components, transmissions, differentials, steering assemblies, water and oil pumps and axles.

Adjusts and repairs inoperative vehicles in the field when necessary and possible.

Requests supplies, tools, parts, and materials.

Tests equipment for adequacy of repairs.

Maintains up-to-date knowledge of automotive and equipment technology as required.

Performs preventive maintenance (PM) on vehicles and equipment in a timely manner. Maintains official records of PM activities.

Inspects and diagnoses malfunctions and defects, determines exact nature and extent of repairs required.

Chemically or steam cleans, disassembles, repairs, rebuilds, modifies, reassembles, installs and adjusts major and minor components.

Required to perform work on vehicles that contain solid waste that cannot be unloaded because of mechanical malfunctions.

Changes oil, hydraulic fluid, hoses and filters in all systems and lubricates as required.

Conducts road tests to assure repair requirements have been satisfied.

Maintains assigned work area to an acceptable level of housekeeping and for the care and storage of tools and equipment.

Assembles air brakes and performs brake adjustments.

Complies with safety regulations and policies.

Prepares for emergency events such as inclement weather or a breakdown; keeps equipment ready for snow and leaf collections.

Records completed repairs, including parts used and details about the repair, and files information for that vehicle or equipment. Maintains required electronic records on software system.

Follows procedures and instructions.

Operates and instructs others on equipment maintenance, operation and repairs.

Performs related work as assigned.

**Responsibilities, Requirements and Impacts**

**Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations using data or information. Maintains electronic data records as required.

**People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Speaks with or signals to people to convey or exchange information of a general nature.

**Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses; handles supplies of high value.

**Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements.

**Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

**Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring a few decisions affecting the individual and some co-workers; works in a stable environment with clear written/oral instructions and with frequent variations from the routine.

**Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

**Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is very serious - affects entire organization and the general public.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs medium to heavy work that involves walking, standing, stooping, lifting, pushing, and raising objects and also involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

**Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Establishes methods and procedures for acquiring and handling of tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items.

**Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Involves routine and frequent exposureto moving machinery, chemicals, gasoline, diesel fuel, and oils.

**Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.* ***(Does not include safety of subordinates).***

Requires considerable responsibility for the safety and health of others.

**Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college in mechanics or closely related experience.

Requires four years of vehicle and equipment maintenance and repair or closely related experience.

**Special Certifications and Licenses:**

Refrigeration License, preferred

Valid Class B commercial driver’s license required; restricted Class A preferred

**Americans with Disabilities Act (ADA) Compliance**

The City of College Park, MD is an Equal Opportunity Employer. The Americans with Disabilities Act (ADA) requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.