

MECHANIC

NATURE OF WORK

This position entails work involving the maintenance and repair of the City's fleet, including but not limited to, standard vehicles, heavy trucks, heavy equipment and other automotive related equipment. Work involves performing skilled tasks in maintenance and repair of equipment, including some reconditioning, servicing, adjusting of motors, and some fabrication. Employees in this class also may do some body repair work on automotive equipment. Work is performed under general supervision and is inspected for quality of workmanship during progress and upon completion. This position is comparable in skill and proficiency levels to Streets and Drainage Maintenance Worker II and Utility Worker II. Employees in this position may be assigned or trained to work in the comparable positions.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Perform a wide variety of repairs and maintenance on light, heavy and special automotive equipment, such as cars, trucks, tractors and small engines.
2. Lubricate equipment, change oil, change and repair tires.
3. Inspect equipment, analyze trouble and plan sequence of repair operations.
4. Perform minor maintenance and repair work on City equipment.
5. Facility housekeeping and maintenance.
6. Operate a variety of machines and equipment used in automotive repair maintenance, and fabrication.
7. Knowledge of and ability to troubleshoot automotive/heavy equipment, heavy trucks, electrical and hydraulic systems.
8. Ability to diagnosis mechanical problems.
9. Perform engine tune-ups.
10. Perform related work as required.

QUALIFICATIONS FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

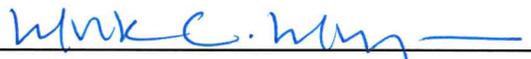
- Graduation from high school or GED.
- Valid Michigan Commercial Drivers License Class A and good driving record.
- Knowledge of automotive repair, facility operations and its maintenance.

- State of Michigan Certification in Auto Mechanics or Automotive Service Excellence (ASE) preferred.
- Considerable knowledge of the methods, tools and equipment including use of diagnostic scanning equipment used in repairing, servicing and maintaining a variety of automotive and heavy truck equipment.
- Computer skills for preventive maintenance program, including processing and updating Fleet Management System (or) knowledge of computer operation related to automated fleet management system.
- Meet schedules and time lines.
- Work independently with little direction.
- Maintain complete records and reports.
- Reasonable knowledge of internal combustion and diesel engines, automotive electricity and brakes.
- Skill in lubrication, minor repairs and maintenance of mechanical equipment.
- Mechanical aptitude.
- Physical strength and health to complete listed responsibilities and essential duties and functions.
- Ability to perform heavy manual labor.
- Ability to work effectively with other employees.

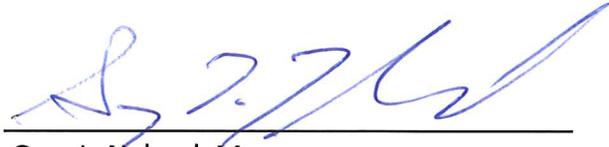
Approval:



Anthony D. Chandler, Personnel Director



Mark C. Meyers, City Administrator



Gary L. Nelund, Mayor