

Mechanic

Department: Public Works

FLSA Status: Non-Exempt

General Definition of Work

Mechanical fleet maintenance with primary responsibility for performing or arranging service and repair work on engine-powered vehicles and equipment, fabricating/repairing metals parts, record keeping and purchasing. Work is performed under the limited supervision of the Fleet & Facilities Supervisor and Public Works Director.

Qualification Requirements

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

Essential Functions

Plans, carries out and evaluates preventative maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.

Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.

Tests, services and repairs vehicles and mechanical equipment.

Inspects, adjusts and replaces necessary units and related parts in the performance of repair and Maintenance work.

Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.

Cuts and welds metal and performs body repair, touch up and related work.

Changes and repairs tires and tubes.

Evaluates status of mechanical equipment and vehicles and performs or schedules needed repairs.

Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.

Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.

Provides emergency field assistance to disabled equipment as needed and appropriate.

Assists in the preparation of bid specifications for vehicles and mechanical equipment.

Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures.

Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.

Performs winter street maintenance involving plowing snow, salting, scraping, and drift control.

Performs other duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of City and department policies and procedures; skill in diagnosing engine and other problems and utilize proper tools and procedures; skill to use a variety of power tools, electronic diagnostic equipment, portable/stationary machines, hand tools, cutting torches and welding equipment; Ability to effectively and efficiently prioritize/schedule multiple ongoing repairs and services; ability to communicate effectively in oral and written form; ability to utilize work time properly and productively; ability to act in a decisive manner, using good judgment; ability to use tact and diplomacy and to promote a cooperative atmosphere within the City operations as well as with the public; ability to present an attitude of professionalism while maintaining the values and attitudes of the community; ability to establish and maintain effective working relationships with co-workers, supervisors, other departments, contractors, and the general public.

Education and Experience

Mechanic

Associates/Technical degree in auto mechanics, or related field and moderate experience working in heavy machinery maintenance and mechanics, conducting small or large engine repair, or equivalent combination of education and experience. Five (5) years in heavy truck and/or heavy equipment experience preferred. Certified MNDOT inspector within six (6) months of hire. Ability to obtain and maintain certifications through initial and ongoing continuing education. Valid commercial driver's license in the State of Minnesota.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing and repetitive motions, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting, using hands to finger, handle or feel, climbing or balancing and tasting or smelling; work requires close vision, distance vision, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and exposure to extreme heat (non-weather) and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Minnesota Class B driver's license with required endorsements upon hire.
Ability to obtain MDOT Safety Inspector certification within 6 months of hire

Last Revised: January 2022