CITY OF MILWAUKIE

CLASSIFICATION: MECHANIC

Department: Public Works | Grade Number: 8 (58) | FLSA: Non exempt
Location: Johnson Creek Blvd (Fleet) | Union: AFSCME | EEO Category: 7 – Skilled Craft

DESCRIPTION:

Performs a wide variety of preventative maintenance and major and minor repair activities for all Public Works equipment, Police, and Fire vehicles. Diagnoses malfunctions and accomplishes repairs in the shop or in the field as needed. Reports directly to the Shop Foreman. Occasionally performs duties associated with utility construction and facilities maintenance.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.
2. Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
3. Diagnoses problems and performs repair and maintenance on all vehicles and mechanical equipment.
4. Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.
5. Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
6. Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
7. Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.
8. Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
9. Changes and repairs tires and tubes.
10. Cuts and welds metal and performs body repair, touch up and related work.
11. Maintains records, writes work orders, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
12. Provides emergency field assistance to disabled equipment as needed and appropriate.
13. May perform general carpentry work for facilities repairs.
14. May repair interior and exterior of buildings. Work may include painting, door repair, minor plumbing repair (not requiring a licensed plumber), changing of light bulbs and minor electrical repair (not requiring a licensed electrician), as needed.
15. Maintains positive public relations with customers and is responsive to customer needs.
16. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
17. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**
   a) Education:
   - i) High school diploma or GED equivalent;
   - ii) Some specialized training in mechanics, maintenance, or closely related field; or
   - ii) Any equivalent combination of education and experience.

2. **Prior Experience:**
   a) Work Experience:
   - i) Two (2) years prior work experience directly involving heavy equipment service, diagnosis of computer controlled vehicles, tire repair and maintenance, welding, tune ups, front-end work, computerized 4 –wheel alignment, brakes, and major vehicle repair; or
   - ii) Any equivalent combination of education and experience.

   b) Necessary Knowledge, Skills and Abilities:
   - i) Thorough knowledge of automotive mechanics.
   - ii) Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding.
   - iii) Knowledge of price trends and grades or quality of materials and equipment.
   - iv) Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
   - v) Working knowledge of the practices, methods, materials and tools used in equipment maintenance.
   - vi) Skill in operation of listed tools and equipment.
   - vii) Ability to establish and maintain effective preventative maintenance programs, policies and procedures.
   - viii) Ability to carry out assigned projects to their completion.
   - ix) Ability to establish and maintain effective working relationships.
   - x) Ability to work as a team member.
   - xi) Ability to perform the essential functions of the job.

3. **Special Requirements:**
   a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver' License.
   b) Must possess CDL endorsement at a Class B level and a Tanker endorsement or be able to obtain one within the first six (6) months of employment.
   c) Automotive Service Excellence (ASE) certifications in two or more service specialties or must obtain within two (2) years of employment.
   d) Possess or be able to obtain DEQ certification with in twelve (12) months of hire.

4. **Tools and Equipment Used:**
   a) Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work.
   b) Mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles.
   c) Electronic vehicle diagnostic equipment.
   d) Personal computer, calculator, phones; mobile and portable radio.

5. **Supervision:**
   a) This is not a supervisory position.
   b) Works under the general direction of the shop foreman.

6. **Communications**:
   a) This classification involves frequent communication with other City departments, vendors, and professional service firms regarding problems with equipment or vehicles, explaining equipment operation.
   b) Communications are generally routine.
   c) Communication rarely involves confidential or sensitive information.

7. **Cognitive Functions**:
   a) The work is performed in an independent manner, with only occasional monitoring.
   b) Policies and procedures are extremely well defined and extensively developed; however, creativity and innovation are regularly required in the diagnosis and repair of equipment and vehicles.
   c) Problems are of moderate difficulty with precedent often available.

8. **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.
   a) While performing the duties of this job, the employee frequently works near moving mechanical parts.
   b) The employee is occasionally exposed to wet and/or humid conditions, fumes, or toxic or caustic chemicals. (Safety equipment is provided.)
   c) Work is primarily performed in an automotive shop environment although there is occasional exposure to outside weather conditions and occasional work at other City facilities.
   d) Frequently required to lift and/or move up to 25 pounds, and occasionally lifts weights up to 100 pounds.
   e) The noise level in the work environment is moderately noisy.
   f) Regular hours of work are 7:00 a.m. to 3:30 p.m.; however, may be called out at any hour to respond to emergency situation.

9. **Resource Accountability:**
   a) Moderate impact on equipment, supplies and materials inventories.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: 11/20/90
Revised 01/03/95
Revised: 06/10/99
Revised: 05/28/00
Revised: 11/30/04