

ORGANIZATION:	City of Canby	DATE:	April 2017
DEPARTMENT:	Public Works Operations	UNION:	AFSCME Represented
TITLE:	Mechanic	FLSA STATUS:	Non-Exempt

PURPOSE OF POSITION: Perform a variety of work in the repair, overhaul and maintenance of the vehicles and mechanical equipment for the City. Coordinate with other departments and vendors as needed.

Tasks are performed under general supervision. Assistance is not readily available from supervisor(s). This classification is expected to function independently in daily tasks and use initiative and independent judgment on non-routine and confidential matters. May act as project coordinator on assignments. Problems are identified and solved and only the most unusual/complex problems are referred to a Lead Worker/Supervisor.

ESSENTIAL JOB FUNCTIONS:

Maintain inventory for Motor Pool and assist in monitoring operating budget for equipment parts and service.

Perform complex work in the inspection, repair, replacement and maintenance of automotive and construction equipment, including trucks, tractors, public safety vehicles, transit buses, street sweepers, construction equipment, mowers, etc. Examine and repair electronics and electrical systems on equipment. Cut and weld metal and perform body repair and touch up or manufactures special tool and equipment.

Install equipment into vehicles such as computers, sirens, radios, lights, and wiring; conducts research to determine best procedure to ensure effective design of installation.

Assist with maintenance schedule and maintain records of materials and equipment used and work accomplished. Plan, organize and coordinate a preventive maintenance and repair program for all City vehicles, rolling stock and small engine and maintenance equipment. Perform preventative maintenance for all vehicles and mechanical equipment.

Conduct various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement. Create billing invoices for mechanical work performed as needed. Resolve fleet issues. Complete proper paperwork.

Operate a variety of diagnostic instruments and a variety of hand and electric tools. Conduct preventative maintenance or repair on variety of small engine equipment. Troubleshoot problems.

Provide emergency field assistance to disabled equipment and vehicles as needed. Respond to other emergency situations as needed.

Maintain and organize tool room, supplies, and stock. Ensure that all hand tools are accounted for and are placed in a safe and usable condition. Perform general inventory to account for all supplies, tools and equipment. May enter totals, reconcile in computer, and run related reports.

Represent the City in a positive and professional manner. Respond to questions from citizens and visitors. Direct visitors to desired locations. Provide general assistance as needed.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Advanced knowledge of the proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of City vehicles and equipment. Advanced knowledge of automotive mechanics; gas and diesel engines, transmissions, pumps and valves, and generators; the practices, methods, materials and tools used in modern equipment maintenance; hazards and safety precautions common to maintenance and repair activities. Skill in the operation of tools and equipment. Ability to establish and maintain effective preventative maintenance programs and procedures; monitor expenditures and stay within budgetary constraints; maintain effective accounting procedures; assign and direct the work of others; troubleshoot and accurately diagnosis problem areas; communicate effectively both verbally and in writing; establish and maintain effective working relationships with employees, other departments, and outside agencies. Requires the ability to work as a contributing member of a team, and to work productively and cooperatively with other employees and external customers. Equivalent to high school education plus additional training, and over five years progressively responsible mechanical and equipment repair experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid Driver's License with acceptable driving record and a Class B Oregon Commercial Driver's License with Air Brake and Passenger Bus Endorsement – or ability to obtain within six months. Mechanics must have their own tools. The City will provide specialty tools as needed.

DESIRABLE REQUIREMENTS: Previous experience working for the City of Canby Public Works Department. Possession of higher- level certifications than those required.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, bend, crawl, kneel, grasp, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties may be physically demanding requiring working in tight spaces and occasionally moving materials weighing up to 75 pounds. Movement of materials weighing up to 25 pounds may consume up to 20% of the work period. Activity and types of duties performed require manual dexterity and coordination. Mental activities required include frequently using interpersonal skills, teamwork, and reading, continuously using decision making, creativity, customer service, problem analysis, basic math, and independent judgment and/or independent action.

WORKING CONDITIONS: The majority of duties take place inside of buildings with exposure to all types of chemicals, solvents, electricity, and moving mechanical parts. The working environment includes noise, fumes, dirt, oil, grease, and dust and may require work outdoors in adverse weather conditions on a year-round basis. May work around heavy equipment and machinery or in high locations. Work outdoor in all weather conditions may be required on occasion. The remainder of the work period occurs under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises. May require infrequent call-out to respond to emergency situations.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students, seasonal and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Director.