CITY OF LA PORTE MECHANIC JOB DESCRIPTION

FLSA CLASSIFICATION: Non-Exempt PAY GRADE: 016

DEFINITION

To perform major and minor mechanical and prevention maintenance repairs to automotive, diesel and other power-driven equipment.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Mechanic series. Positions assigned to this class can be distinguished from lower level classes in the series by assuming duties involving preventive maintenance on automotive, diesel and other equipment with a minimum of supervision. The mechanic is distinguished from the Senior Mechanic in that the latter typically assumes responsibility for the most difficult and complex repair assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Equipment Services Supervisor, technician or functional supervisor from senior mechanics.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Assist and participate in the overhaul, tune-up, and repair work of a routine nature on automobiles, heavy and light trucks, and construction equipment.

Check all gauges, belts, filters, hydraulic system, and a variety of other equipment as part of a preventive maintenance schedule.

Maintain and repair electrical components, change spark plugs, belts, chain linkage, batteries and oil, lubricate equipment.

Change and repair tires and install and service batteries, spark plugs, fan belts, and other mechanical parts.

Assist in conducting inspections to identify repair needs and the methods of taking corrective actions.

Clean and wash motorized equipment.

Sweep and vacuum car interiors.

Wash windows, tighten body bolts, sweep, wash and otherwise keep shop and equipment in a clean and orderly condition.

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office and field environment; exposure to fume/odor, dust/mite, explosive and mechanical hazards; exposure to constant noise; standing; walking; squatting; stooping; twisting body; sitting; kneeling; crawling; climbing; reading; decision making; reaching above shoulder level; pushing, pulling, lifting and carrying up to 50 pounds; seeing; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by two-way radio; fine finger manipulation; operating a motor vehicle and all types of equipment through city traffic.

QUALIFICATIONS

Knowledge of:

Methods, materials, tools, and techniques used in the repair and maintenance of a variety of automotive and other equipment.

Occupational hazards and standard safety precautions necessary in the work.

General operation of a variety of heavy and light equipment.

Brake systems, parts, and repair methods.

Ability to:

Perform a variety of minor repair, replacement, and maintenance tasks on heavy and light equipment.

Identify and correct equipment and vehicle problems.

Understand and carry out oral and written instructions.

Use and care of tools used in equipment repair work.

TRAINING AND EXPERIENCE

Two years of experience performing general automotive maintenance, servicing and repair work and a High School Diploma or GED supplemented by some training in preventive maintenance and repair of gas and diesel-powered equipment.

LICENSES AND CERTIFICATES

Possession of, or ability to obtain within three months, a valid Texas Class B CDL.

The City of La Porte is an Equal Opportunity and Affirmative Action Employer.

(Circle One)

I have read the job description above and can perform the job duties with without any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date