

**CITY OF SYCAMORE
JOB DESCRIPTION**

DATE APPROVED: 2019

POSITION TITLE: Mechanic

GROUP: Public Works Department, Street Division

REPORTS TO: Assistant Public Works Director and Street Division Foreman

FLSA STATUS: Non-Exempt; represented by AFSCME Local 3957

JOB SUMMARY

This is skilled mechanical work in the maintenance and repair of a variety of light-duty to heavy-duty automotive and related gasoline and diesel powered equipment. Work involves responsibility for the performance of a variety of skilled tasks in the repair and preventive maintenance of automobiles, trucks, tractors, and other powered municipal equipment. Work requires the use of independent judgment in matters of diagnosis and repair and initiative in the performance of preventive maintenance.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains and repairs a variety of motorized and non-motorized equipment including automobiles, tractors, trucks, front-end loaders, backhoes, mowers, trailers, snow plows, salt spreaders, and related equipment. Skill and competence in vehicle system maintenance is required in such areas as routine vehicle maintenance, engine maintenance and overhaul, heating and air-conditioning systems, fuel and exhaust systems, hydraulic systems, engine and chassis electrical systems, transmission and drive-train systems, brake systems, suspension and steering systems, chassis systems, and body maintenance.

Establishes vehicle and equipment service needs and schedules based on vehicle type, average use conditions, and departmental needs; schedules and performs preventive maintenance services on vehicles and equipment; maintains fleet service records and cost data; tracks maintenance program effectiveness and adherence to preventive maintenance program; makes program improvement recommendations.

Typically, changes oil; greases and lubricates equipment; repairs and replaces shock absorbers and brakes; adjusts clutches; checks wheels for proper alignment; repairs and installs hydraulic controls; tunes engines; replaces exhaust systems. Also rebuilds and replaces engines; repairs and overhauls transmissions and differentials; welds, machines or fabricates equipment and accessories; performs body repair and paint work as necessary.

Understands and operates standard and computerized testing/diagnostic equipment.

Performs electrical work on equipment, such as installing batteries and terminals, repairing and adjusting lights, repairing electrical wiring and installing auxiliary lighting. Equips new vehicles with appropriate communications equipment, safety equipment, and electrical systems.

Performs small equipment maintenance. Repairs and overhauls portable pumps, chain saws, mowers, and other small engine equipment, as needed.

Responds to service calls and performs emergency repairs to equipment and/or vehicles in the field.

Orders parts and supplies; keeps records of parts inventory; maintains accurate records of work performed; assists in developing specifications for new equipment; maintains MSD records as required. Assists the Director with vehicle replacement program data collection and management; maintains up-to-date fleet inventory book.

Works with outside equipment suppliers, vendors, and garages to obtain necessary parts and services. Monitors warranty coverage periods and services; schedules vehicles and equipment for warranty repairs; maintains warranty coverage records.

Facilitates the work of assigned personnel; assigns tasks and monitors assignments for completion and effectiveness; establishes scheduling priorities in accordance with general policies.

Responsible to provide own mechanic tools for use on a daily basis. City will not be responsible to provide.

Performs the same duties as the Laborer position when not performing maintenance or repairs as schedules and priorities allow. Performs special projects as assigned.

Maintains vehicles in compliance with DOT safety standards; manages testing schedules for vehicles requiring DOT safety inspections; performs necessary repairs and follow-up inspections.

Complies with all personal safety rules and regulations, both written and verbal, as instructed by the supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Considerable knowledge of the methods, materials, tools, and techniques used in the repair of automotive and construction equipment, including gasoline and diesel engines, electrical and hydraulic systems.

Skilled in the use of tools of the mechanic's trade.

Considerable knowledge of the occupational hazards and safety precautions of the trade.

Considerable knowledge of the performance characteristics and maintenance requirements of vehicles and equipment.

Ability to research and diagnose defects in automotive equipment, and resolve the issues in the most cost effective and efficient manner as possible.

Ability to adapt available tools and repair parts to specific repair problems.

Ability to follow oral and written instructions.

Ability to interpret and work from service manuals, diagnostic aids, sketches, specifications, and diagrams.

Ability to maintain accurate and legible work records.

Ability to operate automotive equipment.

Ability to establish and maintain effective working relationships with others.

Ability to exercise independent judgment and initiative without close supervision.

Ability to maintain the physical strength and agility sufficient to perform relatively heavy manual work.

Ability to work a forty-hour workweek with periodic overtime, including weekend, weeknight and holiday hours.

This position requires the use of personal or City vehicles on City business. Individuals must be physically capable to operate the vehicles safely, possess a valid driver's license and have an acceptable driving record.

MINIMUM QUALIFICATIONS REQUIRED

High School graduation (or GED) is required.

Two years of progressively responsible experience in automobile and equipment maintenance and repair.

Graduation from an automotive training school and ASE Certification are preferred. Ability to attain ASE or equivalent certification within three years of appointment.

Possession of a valid CDL Class B State of Illinois Vehicle Operator's License, with air brake and tanker endorsements within 30 days of hire.

National Incident Management System (NIMS) Training. Courses: ICS-100 and ICS-700. Within one year of appointment.

PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 80 pounds.

While performing the duties of this job, the employee frequently works near moving mechanical parts. The employee is regularly exposed to wet and/or humid conditions, wet and slippery surfaces, exhaust fumes or airborne particles, and toxic or caustic chemicals. The employee may work in outside weather conditions including rain, snow, extreme heat and cold, wind, bright sun and other elements of nature. The employee may be exposed to high-speed highway traffic, and may work in confined spaces. The use of provided Personal Protective Equipment is required.