

City & Borough of Wrangell

Position Description

Position: Mechanic	Position Number:
Department/Site: Public Works	FLSA: Non-exempt
Evaluated by: Director of Public Works and the Mechanic Lead	Salary Grade: 19

Summary

Performs fully-qualified vehicle maintenance, rebuild, and fabrication services. Performs a variety of work in the repair, overhaul, and maintenance of light to heavy duty automotive, public safety, heavy construction and earthmoving equipment, portable powered tools and equipment, and other rolling stock. Works independently or cooperatively with others under the daily direction and supervision of the Mechanic Leadman.

Distinguishing Career Features

The Mechanic is a journey-level position, responsible for performing a full range of equipment maintenance.

Advancement to Mechanic Lead is based on need and requires demonstrated knowledge of and experience in heavy equipment mechanical work, use, parts and supplies inventory and purchase.

Essential Duties and Responsibilities

- Operates and maintains the City's vehicle and equipment fleet.
- Verifies drivers' comments and/or road tests vehicles to find indications of problems and/or determine causes of problems.
- Performs complex work in the inspection, repair, and maintenance of powered equipment and wheeled stock including motor graders, wheeled loaders, tracked excavators and other heavy equipment, heavy and light trucks, power mowers, power sweepers, police cars, fire apparatus, EMS vehicles, equipment trailers, generators, marine travel lifts, and any other Borough equipment. Determines extent, type, and cost of repairs.
- Mounts, repairs, balances, and changes wheels. Fits and repairs winter tire chains.
- Diagnoses mechanical problems. Makes a wide variety of mechanical repairs including overhauling engines, replacing bearings, adjusting ignitions and fuel systems, assembling transmissions and differentials, fitting pistons and rings, aligning and adjusting brakes, aligning wheels and installing axles, overhauling steering mechanisms and drive shafts.
- Performs high level electrical troubleshooting and repairs including but not limited to computer assisted diagnostics, tracing and troubleshooting using multimeters, and troubleshooting and adjusting various sensors and switches.
- Repairs, modifies, and replaces vehicle body parts, panels, components, etc., in accordance with manufacturer specifications. Fabricates and adjusts parts to fit. Makes repairs to vehicle bodies and frames. Applies paint to vehicles.
- Welds, cuts and brazes metals.
- Orders parts and equipment as needed, such as, but not limited to fuel, lubricants, filters, accessories, and wear items. Maintains an inventory of spare parts, ordering parts and supplies as needed to complete repairs on a timely basis. Reviews and codes invoices and processes documents according to established procedures.
- Maintains records of repair and maintenance work, recording dates, labor, and parts costs.

- Responds to emergency breakdowns and repairs vehicles/equipment at emergency site or transports disabled vehicles/equipment to somewhere more suitable.
- Operates a variety of vehicle maintenance and repair tools and equipment in a safe manner.
- Participates in all job related training and required safety training; promotes continuous improvement of workplace safety and environmental practices.
- Responsible for the proper and safe use and maintenance of all assigned city equipment.
- Participates in continuing training to keep skills and abilities current for maintenance and repair of all City vehicles and equipment.
- Occasionally assists staff in other departments with water, sewer, street, sanitation and maintenance.
- This position is subject to call out or call back for emergencies or staff shortages in order to facilitate or sustain operations.
- This position may require the employee to enter confined spaces as part of the job duties. Employees that participate or have duties in the Confined Space Program will receive training to ensure that each individual has the understanding, knowledge and skills necessary to safely perform all permit-required confined space operations.
- This position requires the employee to wear a variety of respirators as part of the job duties. Therefor, the employee must be able to pass a medical evaluation and a quantitative fit test on an annual basis.
- Performs other job related duties and responsibilities that support the overall objective of the position, or as assigned by the Mechanic Lead or the Public Works Director.

Qualifications

▪ Knowledge and Skills

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Requires in-depth and up to date knowledge of the standard practices, techniques and tools used in repairing, maintaining and overhauling heavy and light equipment, gasoline, diesel, mechanical, and electrical powered equipment.
 - Requires considerable knowledge of the principles of internal combustion engines, automotive and standard transmissions, differentials, hydraulic units, air brakes, and all other equipment systems and assemblies.
 - Requires working knowledge of operating characteristics of machinery and vehicles used in road construction and police & fire work.
 - Requires skill in using the full range of hand and power tools used in automotive repair work.
 - Must have thorough knowledge of work hazards and safety practices.
 - Requires knowledge and understanding of laws, codes, and regulations pertaining to vehicle safety.
 - Requires sufficient writing skills to prepare reports. Requires sufficient mathematical skill to read, record, and compute precise measurements.
 - Requires sufficient human relation skills to train others and exchange technical information.
 - Requires the ability to obtain certification in brakes, electrical/electronic systems, engine performance, personnel lifts, and suspension and steering.
 - Must have basic computer skills, including use of Microsoft's Word, Excel and Outlook programs and the aptitude to learn the fleet maintenance software program.

▪ **Abilities**

- Requires the ability to coordinate and perform vehicle maintenance projects and tasks at a fully skilled, journey level.
- Requires the ability to diagnose a full range of problems associated with vehicle operation and safety.
- Requires the ability to lead a small work team, prioritizing work, evaluating quality, and providing input to performance.
- Requires the ability to interpret computer-aided, digital, and other diagnostic devices.
- Requires the ability to read technical manuals and schematics and write sufficiently to perform the duties of this classification.
- Requires the ability to estimate the scope of work assignments in terms of labor and materials and to secure necessary tools and materials to complete assignments.
- Requires the ability to perform a variety of maintenance and repair activities simultaneously.
- Must be able to keep accurate records and observe general safety procedures.
- Requires the ability to work as contributing member of a team, work productively and cooperatively with supervisors, other CBW employees, external customers, and vendors, and convey a positive image of the City.

▪ **Physical Abilities**

- Frequently required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls, climb or balance, talk or hear, sit, stoop, kneel, crouch or crawl.
- Incumbent must be able to function indoors in an automotive/vehicle repair shop environment and/or outdoors in the field engaged in work of an active nature.
- Requires ambulatory ability and strength to maintain cardiovascular fitness to engage in strenuous physical labor such as lifting and carrying materials up to 75 pounds on a frequent basis, reach from awkward positions using hand-eye coordination to insert parts.
- Requires near and far visual acuity to drive, read and write, and perform repair work.
- Requires sufficient hearing and speech ability to hear sound prompts, vehicle sounds, and carry on conversations in person and over the phone.

▪ **Education and Experience**

The position typically requires a high school diploma and 4 years of experience in the maintenance and repair of vehicles including heavy gasoline and diesel powered equipment. Alternatively, the position may require a two-year college degree in an automotive technology area and 2 years of recognized industry experience.

▪ **Licenses and Certificates**

- Requires a Class A Commercial Driver's License.

▪ **Working Conditions**

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, moving equipment, and temperature and noise extremes.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.