

JOB DESCRIPTION

JOB TITLE: Mechanical Technician

October 2024

Department : Civil Department

O.T. Status: as needed

Reports To: Civil City Superintendent

Subject to Drug Testing: Yes

The intent of this description is to provide a representative summary of the essential duties and responsibilities performed by employees on this job. Employees may be required or assigned other related activities, projects, or tasks other than those specifically presented in this description. The qualifications are representative of the knowledge, skill and/or ability needed.

GENERAL SUMMARY

Under the direction of the Civil City Superintendent, responsible for:

- Running the garage efficiently, to keep all rolling and hand equipment in good operating condition.
- Maintaining, repairing, rebuilding and overhauling various mechanical, diesel, natural gas, hydraulic systems, and accessory components.
- Keeping all vehicles up to Indiana Inspection standards.
- Performing skilled operations in connection with the complete overhaul of internal combustion engines (gas and diesel) from all types of automotive, mobile equipment, and backup generators.
- Working with employees to schedule equipment for maintenance.
- Prioritizing, selecting and assigning work to be completed by assisting employees and monitoring work results.
- Serving as a lead mechanic and leading activities of other personnel assigned to assist in repair or maintenance activities.
- Keeping updated records for all vehicle and equipment maintenance work.
- Building and maintaining a preventative maintenance schedule for all vehicles and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform or advise on skilled work such as inspection, cleaning, adjusting, repairing or installing units, such as: carburetors, exhaust omission control systems, choking systems, ignition systems, cams, gears, bearings, front and rear suspension systems, wheel assemblies, braking systems, steering mechanisms, clutches, transmissions, power takeoffs, universal joints, differential assemblies, power accessories, air conditioning and air compressors.

Perform skilled work on line and aerial lift trucks, garbage trucks, backhoes, trenchers, trucks, cars and other equipment pertaining to the operation of the City of Greendale.

Diagnose mechanical troubles encountered with automotive and mobile equipment, including accessory components, and determine the efficient and logical sequence of such diagnoses.

Operate exhaust gas analyzers, electrical system analyzers, chassis dynameters, electronic engine testers, and other similar equipment.

Ensures work performed to accordance to OSHA work rules.

The employee must wear safety items associated with work responsibilities.

The employee is expected to supply own tools.

Perform other laborer duties as required.

QUALIFICATIONS

KNOWLEDGE AND ABILITIES

High school education or equivalent required. Supplemented by course work in Automotive Technical Training and diesel repair is required. Strong verbal communications skills necessary in order to deal with a wide range of personalities both inside and outside the organization. Employee required to be proficient in Math and Writing skills. Able to work from automotive Shop Manuals. Must have general computer operating abilities to take care of vehicle maintenance records. Ability to operate vehicles and equipment to determine required repairs. Must have valid Indiana CDL driver's license or the ability to obtain a Indiana CDL driver's license in ninety days.

PHYSICAL REQUIREMENTS

The physical activity expected is balancing, stooping, crawling, climbing, kneeling, reaching, standing, pushing, pulling, lifting, talking, and repetitive motions. Significant walking in all types of weather.

Must be physically, mentally and psychologically able to perform all of the required duties. Position requires physical strength, finger and limb dexterity, and mobility.

Must be able to lift weights up to 90 pounds.

WORKING CONDITIONS

The minimum working conditions require the employee to work both inside and outside, exposed to noise and adverse atmospheric and environmental conditions.

EXPERIENCE

Must have previous 2 years experience in automotive\diesel\small engine repair. ASE certification is desired.

Employee

Date

City Manager

Date