

<b>ORGANIZATION:</b>	City of Sherwood	<b>DATE:</b>	2008
<b>LOCATION:</b>	Sherwood, Oregon		
<b>DEPARTMENT:</b>	Public Works		
<b>FLSA STATUS:</b>	Non-Exempt		
<b>JOB TITLE:</b>	Mechanic – Pay Group 6		

**PURPOSE OF POSITION:**

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, off-road equipment, and small equipment.

**ESSENTIAL JOB FUNCTIONS:**

Performs complex work in the inspection, repair and maintenance of automotive equipment including tractors, trucks, power mowers, power sweepers, police cars, and construction equipment. Determines extent type, and cost of repairs.

Diagnose and repair City fleet vehicles, including major tune – ups, overalls or repairs involving electrical engines controls, drive trains, braking systems and air conditioning, electrical systems, steering and suspensions, fuel injections systems, heavy equipment and equipment mounted in police cars.

Verifies drivers' comments and/or road tests vehicles to determine problems.

Fabricates and adjust parts to fit. Makes repairs to vehicles bodies and frames. Welds, cuts and brazes metals.

Prepare new vehicles and equipment for service, such as installing identified accessories and supplies, including police radios and emergency equipment.

Orders parts and equipment, 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 in a timely basis. Reviews and codes invoices and processes document according to established procedures.

Maintains records of repairs and maintenance work, recording dates, labor, and parts costs.

Assigns or is personally responds to emergency breakdowns and repair vehicles at emergency sites. Operates a variety of vehicle maintenance and repair tools and equipment in a safe manner.

Researches and trains to maintain safe work practices for mechanics. May perform other duties as assigned.

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:**

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: Requires in-depth knowledge of the standard practices, techniques and tools used in repairing, maintaining and overhauling heavy and light equipment, gasoline, diesel, engines, and electrical equipment. Knowledge of the principals of internal combustion engines, automatic and standard transmissions, differentials, hydraulic brakes, electrical systems and all other equipment systems and assemblies. Must be skilled in the use of full range of hand and power tools used in automotive repair works. Must have thorough knowledge of work hazards and safety practices.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid Driver's License. Class B CDL with tank endorsement. May require certain ASE Certificates. Associates degree in automotive/diesel technology or graduation from a two year automotive school and 3 years of experience in a full service fleet maintenance and repair garage that included diesel and combustion engines or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

DESIRABLE REQUIREMENTS: Previous experience in a municipal public works department.

**PHYSICAL DEMANDS OF POSITION:**

Position requires the ability to function indoors in an automotive/vehicle repair shop environment and/or outdoors in the field engaged in work of an active nature. Lifting and carrying materials up to 75 pounds on a frequent basis, reach from awkward positions using hand-eye coordination to insert parts, and climb and balance. Requires near and far visual acuity to drive, read and write, perform repair work.

**WORKING CONDITIONS:**

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

**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 Operations Supervisor. May take direction from the Lead Maintenance Worker.