**MECHANIC**

**PURPOSE OF JOB**

Under general supervision of Maintenance Mechanic Crew Leader and/or Maintenance Supervisor, performs a variety of repairs and services necessary for maintaining in effective operating condition City trucks, fleet vehicles, tractors, backhoes, mowers and other related equipment.

**EQUIPMENT/JOB LOCATION**

* The employee will operate various types of tools/equipment including, but not limited to: torches, welders, hand tools, micrometers, test equipment, gauges, wrenches, presses, hoists, etc.
* Operates equipment as necessary and appropriate.
* Some work will be performed outdoors and tasks will be completed regardless of weather.
* Works in strained, cramped positions, and stands on feet a considerable part of the working period.
* The employee will be exposed to loud noise, dirt, dust, grease and oils.
* The employee will be required to wear appropriate uniform as provided by the department. Appropriate protective footwear is required to be worn each workday per department policy.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

* Diagnoses and repairs equipment.
* Orders and maintains stock of parts and supplies as required.
* Performs scheduled maintenance service on fleet and equipment such as: changing oil and fluids as required, checking brakes, etc.
* Performs inspections of equipment as required ensuring that material and equipment are properly used and cared for.
* Performs inspections, repair and service functions to maintain mechanical equipment including trucks, fleet vehicles, tractors, backhoes, mowers and other related equipment.
* Diagnoses malfunctions and makes repair following standard method and techniques.
* Performs body work and painting.
* Performs welding and fabrication when needed.
* Installs all required equipment in new vehicles: emergency lights, 2-way radios, sirens, siren controls, A.V.L, camera systems, cages, push bars, recording devices, etc.
* Operates various shop machines, power drills, hoists, gauges, wheel aligner, presses, speed tools, testing apparatus, heavy jacks and other equipment necessary for accomplishing desired results.
* Reviews work results including on the spot check by actual operation of all types of equipment.
* Responsible for keeping shop and equipment clean and in proper working condition.
* Operates vehicles and other equipment.
* Must have own tools or ability to purchase tools required.
* Performs additional duties or emergency duties after normal work hours when requested by supervisor.

**REQUIRED KNOWLEDGE AND ABILITIES**

* Knowledge of the materials, methods and equipment commonly used in the maintenance on fleet and equipment.
* Knowledge of the hazards of fleet and equipment maintenance work and the proper safety precautions.
* Ability to understand and follow instructions from supervisors.
* Ability to maintain a high level of discipline and morale.
* Ability to keep accurate records and make reports when required.
* Ability to communicate clearly and effectively orally and written.
* Ability to establish and maintain an effective working relationship with the public, other employees and supervisors.
* Ability to diagnose operating problems and make repairs.
* Must be able to set up and operate equipment and tools including, but not limited to: welder, torches, air conditioning and recycling machine, diagnostic equipment as well as hand and small power tools.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

*Any combination of training and experience equivalent to the following can be approved at the discretion of the department supervisor, Human Resources Manager and City Manager.*

* High school diploma, or equivalent
* Minimum of 5 years practical experience in general maintenance and repair of automotive vehicles, light and heavy equipment.
* Must be examined by a City designated physician to make a determination if applicant will be able to perform all essential duties required of this position.
* Requires a Tennessee, Class B commercial driver’s license within first year of employment.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machines, tools and equipment. Must be able to use body members to work, move or carry objects/materials. Must be able to lift heavy assemblies of various weights; however, assistance (both physical and mechanical) is provided when necessary. Requires heavy lifting of general up to 100 pounds and heavier. Requires bending, crouching, stooping. Physical demand requirements are at levels of those for very heavy work.

**ENVIRONMENTAL FACTORS:** Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, oil, fuels, grease, odors, wetness, fumes, extreme temperatures, noise extremes, machinery, vibrations, electric currents, toxic agents. Outdoors and on-the-road repairs are subject to various weather and/or difficult conditions.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech.

**INTELLIGENCE:** Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually and with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear.

Note: This job description does not constitute an employment agreement between the City of Crossville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of Crossville is an EEO/Affirmative action employer and does not discriminate on the basis of race, age, sex, religion, color, disability or national origin. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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| I have received a complete copy of the job description and understand the requirements of the job. It is not to be construed as an exhaustive list of all responsibilities and duties required of the job.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Signature Date |