

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

MECHANIC

Supervised By: Assigned Crew Leader
Supervises: No supervisory responsibilities
FLSA: Non-Exempt

Position Summary:

Under the supervision of an assigned Crew Leader, performs a variety of preventative maintenance and skilled repair tasks on light and heavy equipment, vehicles, Harbor Transit fleet, tools, and other equipment including gasoline and diesel engines, emergency vehicles, hydraulic and electrical systems, transmissions, brakes, drive trains, cooling systems, and other components.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs routine and complex equipment maintenance and repair work on gasoline and diesel engines, hydraulic and electrical systems, transmissions, brakes, drive trains, cooling systems, and other components. Services a full range of vehicles and equipment including automobiles, emergency vehicles, Harbor Transit fleet, light and heavy-duty trucks, heavy equipment, power tools and pumps, and others.
2. Maintains equipment through regular tune-ups, oil changes, lubrication, tire changes, and safety checks. Establishes and carries out preventive maintenance schedules for all vehicles and equipment according to established procedures.
3. Assists in diagnosing malfunctions in vehicles and equipment using diagnostic equipment and standard methods of mechanics. Disassembles, inspects, and tests mechanical and electrical components to identify needed repairs. Repairs or replaces parts and components to ensure proper equipment performance.
4. Makes repairs to the electrical systems of automotive and power-driven equipment. Relines and adjust breaks and makes repairs to hydraulic systems. Performs heating, drilling, bolting, welding, brazing, soldering, fabricating, cutting, and related operations. Installs accessories such as underbody snowplows, front plows, salt spreaders, etc.
5. Performs minor body repair as needed. Coordinates with the assigned Crew Leader on more complex or time-consuming repairs to be made by a contract or off-site garage when necessary.
6. If assigned to Harbor Transit, assists with scheduling jobs, maintaining records, and working with transit drivers.
7. Performs road service on equipment as necessary. Changes tires, completes emergency repairs, or arranges for towing of disabled vehicles. Operates public works equipment as needed.

8. Assists in the maintenance of garage facilities. Performs all work in accordance with established safety guidelines.
9. Fabricates and modifies equipment and materials to meet department needs. Reads schematics and blueprints and performs various welding activities.
10. Completes timesheets and maintains daily work logs of projects completed and the equipment, vehicles and materials used. Inputs information into computerized systems and completes other paperwork as assigned.
11. Monitors inventories of supplies, parts, and materials and places replacement orders according to established purchasing procedures. Maintains related records.
12. Adheres to all applicable safety procedures while operating equipment and tools, working with chemicals or electrical sources, accessing confined spaces, and while working in other dangerous situations.
13. Responds to public inquiries constructively, refers complaints or complex issues to assigned Crew Leader and otherwise represents the department in a positive manner.
14. Attends training programs and seminars to obtain continuing education credits necessary to maintain the appropriate licensing required by the City.
15. Responds to public works emergency situations. May be required to work outside of normal business hours in the event of an emergency or during snow season.
16. Performs other related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A high school diploma or equivalent is required. Additional education and/or training in a related field preferred.
- Previous experience as a mechanic with experience in a variety of heavy or other automotive and power-driven equipment is preferred.
- State of Michigan Commercial Driver's License (CDL) with the ability to obtain the appropriate endorsement(s), a satisfactory driving record, and the ability to maintain one throughout employment is required.
- Mechanics license with certification(s) appropriate to the City's fleet is preferred. Additional training and/or certifications preferred.
- Knowledge of the standard practices, methods, tools, and equipment used in maintaining, repairing, and rebuilding various vehicles and equipment.
- Knowledge of gasoline and diesel-powered engines, automotive electrical systems, transmissions, differentials, brakes, carburetors, and other components of vehicles and equipment.
- Knowledge of fabrication techniques including welding and cutting.

- Knowledge of State and Federal regulations regarding barrier free transportation related to vehicle maintenance and repair.
- Skill in the operation of a variety of tools and equipment used in automotive repair and maintenance activities.
- If assigned to Harbor Transit, skill in repairing and maintaining lifts and other equipment on public transit vehicles that assist the disabled.
- Skill in analyzing and solving complex mechanical problems.
- Basic skill in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Ability to provide own tools to perform the duties of the position.
- Ability to perform safety and sensitive tasks, complete preventative maintenance and repairs, and operate tools and equipment effectively and with attention to detail.
- Ability to accurately log and record information on work performed related to maintenance, installation, and repair activities.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to work independently and complete assigned work in a timely manner.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to work outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

Physical Requirements and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee spends the majority of their time in a public works or transit garage performing vehicle and equipment maintenance and repairs which typically involves moderate physical activity and exertion including heavy lifting. The employee is regularly exposed to moving mechanical parts, fumes, dust, chemicals and other hazardous materials, loud equipment and machinery, and other dangers associated with motor pool operations. An employee in this position must have the strength, stamina and physical coordination needed to perform the work described above, observe and inspect work in progress, and operate vehicles, hand and power tools, and heavy equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment ranges from quiet to loud.

While performing the duties of this job, the employee is frequently required to communicate with others in person, by telephone, and through a two-way radio. The employee must regularly lift and/or move items of moderate to heavy weight.