



Title: Mechanic I

FLSA Status: Non-Exempt

JOB PURPOSE:

This is skilled mechanical work maintaining and repairing automotive, diesel, and other equipment in the City municipal fleet. Job functions performed include skilled work on the City's forestry, fire, parks, public works, police, and pool vehicles, and various equipment which includes aerators, backhoes, ballfield groomers, blowers, chippers, forklifts, mowers, skid steers, tractors, trimmers, small engines, and more. Mechanics are under direction of the Fleet Manager, usually in the form of oral instructions, stating the nature of the trouble and specifying the repairs that are to be made. The Fleet Manager is available to give assistance on difficult problems and may inspect work in progress and upon completion.

ESSENTIAL FUNCTIONS

- Performs preventive maintenance and repair work on light, medium, and heavy trucks, automobiles, tractors, refuse trucks, fire trucks, mowers, and other automotive, diesel, and mechanical equipment.
- Performs welding, fabrication, component rebuilding and reconditioning services on a wide range of municipal equipment as assigned.
- Removes vehicles from service due to defects.
- Repairs and replaces electrical components such as alternators, distributors, control modules, relays, lights, and switches.
- Uses specialized equipment to diagnose and repair electrical systems and computerized engine controls.
- Inspects City municipal fleet and equipment for safety defects and road worthiness.
- Inspects mechanical functions including the driveline, suspension, steering, brakes, lights, tires, hoses and exhaust systems.
- Diagnoses mechanical problems, electrical components, hydraulic systems, HVAC systems and cooling system components and determines the extent of necessary repairs.
- Uses equipment such as boom truck and overhead crane to perform activities such as rigging, removal of old material and installation of new parts.
- Repairs and adjusts engines (both gas and diesel), transmissions, differentials, clutches and hydraulic systems.
- Raises vehicles using hydraulic jack or hoists to remove or replace components such as engines, transmissions or differentials.
- Tunes up engines, replaces and fits parts including carburetors, fuel injection systems, fuel pumps, strainers, fuel lines, fuel tanks and gauges.
- Replaces brake system components such as master cylinders, boosters, brake linings, drums, and rotors.



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- Diagnose and repair air brake system components.
- Replaces, fits and adjusts cooling system components such as radiators, water pumps and hoses.
- Performs repairs and preventative maintenance on a wide variety of the City's light and heavy fleet equipment.
- Responds to service calls and performs repair work in the field.
- Furnishes personal hand tools for use in performing job duties.
- Prepares new vehicles and equipment for service and removes older ones from the fleet for disposal.
- Responds to on-call emergencies during winter months.
- Cleans work area and shop.
- Repairs and maintains shop equipment used in repair of vehicles.
- Reports time and material costs on computerized work order system.
- Posts applicable parts to work order and keeps detailed work order notes and status up to date. Works with other City divisions to provide professional and courteous internal customer service. Understands the operation of a wide variety of equipment used in a municipal fleet.
- Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community.
- Performs all other related duties as assigned.

QUALIFICATIONS:

- Minimum of 3 years' experience as an automotive or diesel mechanic, completion of a recognized apprenticeship in the trade or equivalent combination of training & experience in a related field.
- Full journeyman mechanic preferred.
- Must be at least 18 years of age.
- High school degree or equivalent required.
- Additional training beyond high school in auto/diesel mechanics or four years of experience in fleet maintenance or in a related field required.
- Must have or acquire within one year of hire and maintain an ASE Heavy Truck Certification.
- Air conditioning refrigerant handling certification preferred.
- Forklift Certification required preferred.
- Valid Missouri Class B commercial driver's license with air brake endorsement required within sixty (60) days of hire. Class A preferred.
- This position is subject to federal drug testing requirements including screening through the FMCSA Clearinghouse. A pre-employment drug screen is required.



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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern welding techniques and steel.
- Knowledge of gasoline and diesel engines, transmissions, hydraulic systems, electrical systems, computerized engine control and fuel systems.
- Knowledge of OSHA (Occupational Safety and Health Administration) regulations.
- Skills in use of tools and repair equipment including engine, electrical and digital diagnostic equipment, and precision measuring equipment.
- Ability to diagnose engine malfunctions and perform necessary repairs.
- Ability to read and interpret service manuals, diagrams, and technical information.
- Ability to perform basic mathematical calculations and measurement of equipment tolerances.
- Ability to prepare written and computer-generated repair orders.
- Ability to work days, nights, weekends, and holidays and to respond to emergencies.
- Experience in customer service and scheduling preferred.
- Experience in wire feed, MIG, arc and gas welding preferred.
- Hydraulic system training preferred.
- Experience in design, fabrication and modern welding techniques preferred.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

OVERALL PHYSICAL STRENGTH DEMANDS:

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk and hear. The employee is frequently required to sit, taste or smell. The employee must regularly lift and/or move up to 25 lbs. Frequently lift and/or move up to 50 lbs., and occasionally lift and/or move more than 100 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and explosives. The employee is frequently exposed to high precarious places, fumes, or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, vibration,



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and communicable diseases. The employee is occasionally exposed to wet and/or humid conditions and electrical shock.

The noise level in the work environment is usually loud.

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts regularly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. regularly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. regularly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. regularly.

WORK ENVIRONMENT:

C Regularly Over 70%	F Frequently 41% to 70%	O Occasionally 16% to 40%	R Rarely Up to 15%	N Never 0%
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-Physical Demand-	-Frequency-
Sitting	C
Talking	C
Hearing	C
Feeling attributes of objects (e.g., determining size, shape, temperature, or texture by touching with fingertips)	R
Grasping	O
Pushing	O
Standing	F
Walking	O
Driving	R
Reaching with hands/arms	F
Stooping, kneeling, crouching, crawling	F
Climbing or balancing	R
Repetitive wrist, and or finger movement	C
Moving up and down from/to sitting position on the floor	R
Physical support and care of children (e.g. diapering, feeding, positioning, etc.)	N

ENVIRONMENTAL CONDITIONS:

C Regularly Over 70%	F Frequently 41% to 70%	O Occasionally 16% to 40%	R Rarely Up to 15%	N Never 0%
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-Environmental Condition-	-Frequency-
Work in confined spaces (crawl spaces, shafts, pipelines)	N
Wet, humid conditions (non-weather)	N
Varying, inclement outdoor weather conditions	O
Vibration	N
Work in hazardous traffic conditions (does not include regular traffic commute)	N
Extreme cold (non-weather; 1 hour)	N
Extreme heat (non-weather; >100 deg. F for > 1 hour)	N
Subject to oils (mechanical or food)	F
Required to wear a respirator	N
Fumes or airborne particles	F
Work near moving mechanical parts	O



Work in high, dangerous places	N
Risk of electrical shock	N
Potentially hazardous bodily fluids	R
Potentially hazardous or cancer-causing agents or chemicals	N

VISUAL ACTIVITIES:

-Activity-	-Usually Required-
Clarity of vision at 20 feet or more.	Yes
Clarity of vision at 20 inches or less.	Yes
Three-dimensional vision- ability to judge distance and space relationships.	Yes
Precise hand-eye coordination.	Yes
Ability to identify and distinguish colors.	No

NOISE EXPOSURE:

-Level-	-Indicator-
Very quiet	
Quiet	
Moderate noises (i.e., an office with conversations, photocopiers, and/or computer printers.)	X
Loud noise	X
Very loud noise	X

Description of loud or very loud noise:

Vehicle and Equipment engines and power tools

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee_____
Date_____
Job Title of Supervisor_____
Signature of Supervisor_____
Date



Signature of Department Head

Date

Job Title of Department Head

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.