



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Mechanic

Department: Fleet
Date Established: 3/2014

Reports to: Fleet Service Writer
Date Revised: 11/2021

Pay Grade H08
FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The position is a full-functioning, journey level Mechanic position performing routine maintenance and repair duties on vehicles and equipment, including light and heavy shop tools and equipment, gasoline and diesel assets including, but not limited to, pickup trucks, dump trucks, track hoes, loaders, backhoes, lawnmowers, weed eaters, pipe saws and tampers, electric brakes, steering systems, air brakes, electrical systems, heating and air conditioning units, refuse, snow and ice equipment and passenger vehicles. Mechanics must have their own tools (see minimum tool requirement list).

The job requires knowledge of the maintenance, repair, fabrication, welding and operation of power tools and specialized diagnostic equipment.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a vehicle and equipment maintenance shop environment with some work being done at job sites in a public street environment that includes hazards involving the use of power tools and equipment, moving vehicles, and may occasionally include exposure to adverse weather conditions and traffic hazards. The noise level is generally moderate but with occasional exposure to noisy and/or loud equipment.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live thirty (30) minutes or less from their usual daily work site.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Performs routine, scheduled and emergency maintenance and repair on City equipment and vehicles in repair shop and on job sites, as needed. Determines if equipment is safe to operate and releases for operation.

Responds to calls of equipment with mechanical and/or safety problems, determining if repairs can be made on site or if vehicle must be towed back to shop.

Performs diagnostic and repair work on major assemblies, sub-assemblies, components, parts, and systems including, but not limited to, power and drive trains, electrical, heating and air conditioning, fuel, emissions, brake, steering, hydraulic, and related systems

Performs a variety of inspections to determine condition of vehicles and equipment, necessary repairs and maintenance, and performs maintenance and repairs as needed. Maintains vehicle and equipment compliance with air quality and emission standards.

Maintains inspection, maintenance, and repair parts, fluids, supplies, records, documentation, and logs. Maintains and repairs shop and repair equipment. Maintains shop building and grounds, including snow removal.

Stays current on knowledge and skills by attending training sessions and staying current on technical publications. Performs all work duties and activities in accordance with City policies, procedures, and safety

practices. Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of maintenance, diagnosis, and repair of vehicles including, but not limited to, gasoline and diesel powered light, and heavy equipment;
- Equipment and tools used in the maintenance, diagnosis, and repair of vehicles and equipment, including specialized diagnostic equipment, computers, and software;
- Federal regulations and City policies regarding safe work practices relating to use of light, medium, and heavy equipment, power tools, and hand tools;
- State, local, and other applicable vehicle safety codes and regulations;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Maintain, troubleshoot, and repair gasoline and diesel vehicles, including light, medium and heavy equipment, including specialized equipment such as hydraulic lifts and related systems;
- Operate all vehicles and equipment in inventory;
- Operate hand tools;
- Operate a personal computer and diagnostic equipment;
- Operate power equipment;
- Operate welder, cutting torch, and related fabrication equipment;
- Read and interpret technical manuals and diagrams;
- Maintain maintenance records, logs, and documentation;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required;
- Associates or other job-related technical school training and/or certification preferred;
- Class A CDL with tanker endorsement required **;
- At least (2) years of journey level mechanic experience is preferred; or

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard or type, reach with hands and arms, and operate a motor vehicle or job-related equipment. The employee must occasionally lift and/or move up to 100 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Tool Requirements*

- 1/2" DRIVE EXTENSION SET
- 1/2" DRIVE RATCHET
- 1/2" DRIVE SOCKET SET METRIC-SHALLOW
- 1/2" DRIVE SOCKET SET METRIC-DEEP
- 1/2" DRIVE SOCKET SET SAE-SHALLOW
- 1/2" DRIVE SOCKET SET SAE-DEEP
- 1/4" DRIVE EXTENSION SET
- 1/4" DRIVE RATCHET
- 1/4" DRIVE SOCKET SET, DEEP AND SHALLOW-1 SET
- 1/4" DRIVE SOCKET SET, METRIC, DEEP AND SHALLOW-1 SET
- 3/8" DRIVE RATCHET 1 3/8" DRIVE EXTENSION SET
- 3/8" DRIVE SOCKET SET SAE, SHALLOW
- 3/8" DRIVE SOCKET SET, SAE DEEP
- 3/8" DRIVE TORQUE WRENCH, 40-200 IN. LBS.
- 3/8" DRIVE, METRIC, DEEP SOCKET SET
- 3/8" DRIVE, SPARK PLUG SOCKET, 13/16"
- 3/8" DRIVE, SPARK PLUG SOCKET, 5/8"
- 3/8" DRIVE, METRIC, SHALLOW SOCKET SET
- GASKET SCRAPER
- INSPECTION MIRROR
- PRY BAR (LONG)
- TOOL BOX
- VISE-GRIP PLIERS
- 1/2" DRIVE IMPACT
- 3/8" DRIVE IMPACT
- AIR CHUCK W/GAUGE
- BATTERY & ANTIFREEZE HYDROMETER
- PUNCH SET
- COLD CHISEL
- BATTERY POST/TERMINAL CLEANER
- COMPRESSED AIR BLOW GUN
- CIRCUIT TESTER, 12V TEST LIGHT
- COMBINATION PHILLIPS & STRAIGHT BLADE SCREWDRIVER SET
- FEELER GAUGES
- FENDER COVER
- FLASHLIGHT
- FUNNEL
- HACKSAW
- HAMMER, BALL PEEN 18OZ.
- HAMMER, PLASTIC TIP (SOFT FACE)
- HOOK & PRICK SET
- JUMPER WIRE SET
- OIL FILTER WRENCHES (SMALL & LARGE)
- PLIERS, ADJUSTABLE JOINT (CHANNEL LOCK)
- PLIERS, DIAGONAL CUTTING
- PLIERS, NEEDLE NOSE
- PUTTY KNIFE/SCRAPER
- RUBBER Mallet
- SAFETY GLASSES OR GOGGLES
- TELESCOPING MAGNET
- WIRE BRUSH, SMALL
- WRENCH SET, COMBINATION, 12-POINT, 5MM-22MM
- WRENCH SET, COMBINATION, 12-POINT 1/4"-1"
- 8"/10"/12" CRESCENT WRENCH
- ALLEN WRENCH SET METRIC
- ALLEN WRENCH SET STANDARD
- SNAP RING PLIERS

Hiring Notes:

*The Mechanic position is required to have all items listed in the Minimum Tool Requirements section as a condition of employment within three (3) months of hire. Failure to acquire all required tools by the established date will violate the terms of the position and will result in layoff from the position.

**The Mechanic position requires a Class A CDL with tanker endorsement within six (6) months of hire date. Failure to acquire this license by the established date will violate the terms of the position and will result in layoff from the position.