



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Mechanic

Department: WPC & Transit

Reports to: Assigned Supervisor

Pay Grade H08

Date Established: 3/2014

Date Revised: 02/2019

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Mechanic performs maintenance and repair duties on vehicles and equipment, including light and heavy tools and equipment, gasoline and diesel equipment including, but not limited to, vehicles, tractors, mowers, trimmers to name a few. The specific type of vehicles and equipment will be related to the Department assignment in Fleet, Transit and/or WPC.

This is a full-functioning, journey level, Mechanic position performing routine and scheduled maintenance. The job requires knowledge of the maintenance, repair, and operation of power tools and specialized diagnostic equipment.

This position may be assigned to one of several City departments. In all departments, assignments include work on gas, diesel and hydraulic equipment and all positions perform diagnostic and mechanical repair work. Mechanics must have their own tools. Department equipment examples include, but are not limited to:

Fleet Division – Large and small equipment, dump trucks, track hoes, lawnmowers, weed eaters, pipe saws and tampers, electric brakes. Refuse equipment and vehicles, steering systems, air brakes, electrical systems, heating and air conditioning units and welding. Snow and ice control equipment, electrical systems, brakes, air conditioning. Small and medium equipment, trucks, mowers, loaders, backhoes, electronic equipment.

Transit Department – Small and large busses and vehicles, hydraulic lifts, electronic equipment and systems, forklifts. This work also includes welding and fabrication.

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 often required to respond to emergency situations.

The job is an on-call position, requiring response to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

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

Performs routine, scheduled and emergency maintenance and repair on assigned Department equipment and vehicles in Department 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. Adjusts and performs alignments on bearing load, gear tooth contact, valve, governor, oil, control, linkage, clutch, traction and related systems and assemblies.

Performs a variety of inspections and diagnostic tests 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.

Welds and fabricates parts.

Determines if repairs can be completed in-house or contracted out and determines if repairs are under warranty and refers to dealers.

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 the duties of other workers in the assigned department, as needed. May assign work to seasonal employees.

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 equipment maintenance, diagnosis, and repair;
- Methods, techniques, and objectives of maintenance, diagnosis, and repair of vehicles including, but not limited to, gasoline and diesel powered light, medium, 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 all equipment in the assigned Department inventory;
- Maintain, troubleshoot, and repair Department 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 the Department inventory;
- Operate hand tools;
- Operate a personal computer and diagnostic equipment;
- Operate power equipment;
- Operate welding, 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*; or
- Class B CDL with airbrake endorsements required for jobs assigned to Transit*;
- Specific certifications such as Flagging Certification, Diesel Technician Certification, Welding/Fabrication Certification and CPR Certification may be preferred/required depending on department assignment;
- 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.

***Hiring Note:**

The Mechanic position requires either a Class A CDL with tanker endorsement or Class B CDL with airbrake 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.