

CITY OF ROMULUS
Job Description

JOB TITLE: MECHANIC

EXEMPT: No
SALARY LEVEL:
DEPARTMENT: DPW
BENEFITS: Fully benefitted position

JOB CODE: C26D
DIVISION: Teamsters
LOCATION: DPW

DATE: November 1, 2017

SUMMARY:

Under the supervision of the Mechanic's Foreman and/or designee, functions as an experienced mechanic, performing a wide range of mechanical maintenance and repair activities on all the equipment and vehicles used by City personnel. Activities include diagnosing and/or troubleshooting problems, correcting malfunctions and performing routine preventative maintenance on vehicles and equipment. Makes mechanical adjustments, rebuilds, rewires, overhauls and installs additional equipment to vehicles. Maintains records of time and materials used on each job.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Employees in this classification perform several of the following duties:

1. Repairs, rebuilds, and/or replaces:
 - a. Engines ranging from small equipment to large gas and diesel vehicle engines, performing such tasks as replacing cylinders, fitting pin bushings, replacing valves, valve seats and rocker arms, installing cam bearings and fitting other bearings.
 - b. Major power train components such as transmission, differentials, transfer cases, clutches and drive shafts.
 - c. Major hydraulic components on large shovels and graders such as hydraulic cylinders, valves and pumps.

MECHANIC Cont.

- d. Steering components such as power steering, tie rods, steering gear boxes, drag links and idler arms.
 - e. Brake shoes, hydraulic cylinders, air brake chambers, and valves. Grinds drums and rotors.
 - f. Carburetor, alternators, starters, distributors, generators, and solenoids.
2. Installs on new equipment or on existing equipment for seasonal use, items such as snow plow frames and sanders, underbody scrapers, wiring (including lights), and hydraulic systems.
 3. Diagnoses actual causes of malfunctions.
 4. Performs engine tune-ups and maintenance work such as replacement of distributor points, spark plugs, fuel filters, and air pollution equipment. Utilizes diagnostic scope and other technical equipment to perform duties.
 5. Makes service calls in the field, returns vehicle to garage for repair or otherwise assists equipment needing help. May operate wrecker to tow malfunctioning equipment and make field calls.
 6. Uses welding and brazing equipment to fabricate new or repair old equipment such a snow plows, graders, and paint trucks. Occasionally performs bodywork having to do with metal, doors, windows, cabs and other metal parts.
 7. Changes and repairs tires.
 8. Performs vehicle repairs and routine maintenance on small engines, machinery and equipment such as lawn mowers, etc.
 9. Fills out work orders electronically to keep records of time spent on each job assignment and materials used.
 10. Obtains approval from supervisor concerning replacement of major or expensive parts and performance of any major operation.
 11. May attend training sessions either in-house or elsewhere to further mechanical repair and maintenance skills.
 12. Performs various other duties as assigned.

Prepared in compliance with:

Romulus Policies and Procedures Manual
Americans with Disabilities Act
Equal Employment Opportunity Act

MECHANIC Cont.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

SUPERVISORY RESPONSIBILITIES:

Directly supervises zero employees in the DPW.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Education: Possession of a high school diploma or its equivalent with courses taken in vocational technology.

Experience: A minimum of two years as an automotive mechanic or equivalent experience. Three months break-in period.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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MECHANIC Cont.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan vehicle operator's license.

Must have a State of Michigan Mechanics Certification in auto and truck engine repairs, auto and truck brakes, and must have some knowledge of fuel injection.

Possession of a valid Michigan Commercial Driver's License (CDL) A endorsement. (Within 60 days of job award). N endorsement (tanker) recommended but not required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and talk or hear.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee frequently works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions and risk of electrical shock.

The noise level in the work environment is usually loud.

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MECHANIC Cont.

COMMENTS:

The qualifications listed above are guidelines. Other combinations of educations and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.

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