

# CITY OF WEST LINN

## JOB DESCRIPTION

### **Job Title:** VEHICLE MAINTENANCE MECHANIC

#### General Function:

Under the direction from the Lead Mechanic, position maintains City fleet and equipment by inspecting, diagnosing, overhauling, repairing, modifying equipment and machinery. Performs duties of mechanic, welder, and machinist while performing some minor body and glass repair work. Maintains records and parts inventory.

#### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Services, maintains and repairs in the shop and in the field, all types of equipment and vehicles, such as small engine repair, large and heavy trucks, street sweepers, front-end loader, tractors, cars and smaller equipment such as pumps, small engines and compressors.
4. Performs routine equipment maintenance work such as changing oil, changing tires, filling or draining anti-freeze from radiators, replacing headlamps, mufflers and tailpipes, changing electrical and air conditioning systems, and greasing and lubing vehicles and equipment.
5. Performs fabrication and component building to meet specialized needs of departments, i.e., police vehicles.
6. Sets up new equipment including testing. Performs equipment tune-ups.
7. Works on transmissions, brake, clutch hydraulic and air systems and radiators, and performs major overhauls on gas engines.
8. Performs minor bodywork and painting.

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9. Operates shop equipment such as arc and gas welders, grinders, jacks and various other tools and testing or regulating equipment used in automotive and heavy equipment repair.
10. Repairs water pumps, motor starters, generators and alternators and small engines.
11. May assist other Public Works divisions during emergencies i.e., winter weather conditions, putting on chains, sanding, and snowplowing.

#### SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

#### 1) Job Preparation:

##### a) Education:

- i) Graduation from high school or completion of the equivalent GED certificate. Mechanic Trade School or equivalent associate degree may be used to replace up to two (2) years of experience. Three (3) years of journey level experience in the repair, modification, maintenance and adjustment of light and heavy equipment and vehicles.
- ii) ASE certifications preferred.
- ii) Requires valid Oregon Commercial Driver's license at time of appointment.

##### b) Training:

- i) Specialized skills required include welding and fabricating (Arc and Gas), use of power and hand tools and equipment necessary to repair and maintain City vehicles and equipment.
- ii) Requires the use of computer programs applicable to the department as determined by the Department Manager or Supervisor.

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#### 2) Supervision:

Received: Receives direction and instruction from the Lead Mechanic who assigns jobs and reviews work for conformance to departmental rules and regulations and Federal and State vehicle requirements and regulations.

Exercised: Supervision of the employees is not a normal responsibility of positions in this classification. May be assigned to train utility worker positions on new equipment, controls, etc.

#### 3) Communication:

Relationships outside the City organization maintained are with vendors for division purchases and professional groups - Metropolitan Mechanics Association.

Contacts made with other City departments include daily communications with police, street and sewer, water, and parks regarding equipment repairs; engineering, building and administration on a monthly basis for same concerns.

Contact with City's residents is infrequent when answering and directing telephone callers to appropriate staff.

#### 4) Cognitive Functions:

Work is governed by Federal and State vehicle requirement and regulations including departmental policies, rules and regulations.

May have input on policies and procedures regarding vehicle and equipment operation and repair.

Errors could result in personal injuries to staff or public due to damaged or improperly maintained equipment or equipment or delay in providing services since vehicles are not available.

Precedent is available to resolve most problems except new equipment set up and fabrication. Innovation is required to fabricate or adapt parts for intended uses when manufactured parts are not available.

Decisions most often made in the course of work include prioritizing work, and whether to repair or replace items considering safety of equipment and vehicle operator.

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#### 5) Working Conditions:

Adverse working conditions include heavy lifting of parts and equipment and cold and wet working environment.

On a regular basis, physical risks exposed to include hazardous physical conditions such as daily exposure to carbon monoxide, and weekly exposure to paint fumes, and possible electrical shocks from power tools.

Has normal business hours. May be called back on unpredictable basis for emergency equipment repair.

#### 6) Resource Accountability:

Records maintained include work orders on all vehicles and equipment, maintenance schedule board, fuel and oil consumption records and calibration records.

May commit City resources for division supplies and equipment with higher approval.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*