



The City of Morgantown

389 SPRUCE STREET
MORGANTOWN, WEST VIRGINIA 26505
(304) 284-7451 FAX: (304) 225-3590
www.morgantownwv.gov

City of Morgantown
Department of Personnel and Employee Relations

Date: 2/19/2013

Job Title: Maintenance Mechanic

Job Summary

Works under the supervision of the Fleet Maintenance Supervisor or the Master Mechanic, the Assistant Public Works Director, and any other Superintendent II and is reviewed for compliance with established procedures while working, and through review upon task completion: Works to maintain and repair all City vehicles and equipment; responsibilities include gas and diesel engine overhauls, repair and maintenance of transmissions, drive lines, rear axles and transfers, electrical systems, brake, air, and hydraulic systems, and other minor parts replacement and repair.

Job Duties and Responsibilities

1. Performs diagnostic vehicle and equipment tests to determine maintenance and repair needs.
2. Requests parts for needed repairs and works with Clerk III to order said parts.
3. Overhauls gas and diesel engines, transmissions, drive lines, rear axles and transfers, and other major mechanical components.
4. Overhauls, repairs, and replaces electrical systems, brake, air, and hydraulic systems, and all other minor mechanical systems and parts.
5. Prefabricates mechanical parts, brackets, braces, etc., using cutting torches and welders.
6. Services all City vehicles and equipment providing regularly scheduled oil changes and chassis/parts lubrication.
7. Responds to emergency road-calls and brake-downs of City vehicles and equipment.
8. Prepares vehicles for snow removal by attaching spreaders, snow plows, and tire chains.
9. Promotes an image of professional, courteous service as a representative of the City of Morgantown
10. Performs related work and duties as needed or assigned by supervisor.



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