

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.

11. Employee supplies all necessary hand tools. Major shop tools are supplied by the City of Morgantown.

Equipment Used

This position requires the use of mechanical shop-type maintenance equipment including a compressor, gas cutting torches, electric arc welder, drill press, hydraulic jacks, hoist, forklift, and other major shop repair items. Other equipment and tools used include various and numerous types of calibration devices, wrenches, ratchets, etc. Additionally, this position requires a general operating and maintenance knowledge necessary to understand and respond to operator complaints and repair needs for all City vehicles and equipment.

External contacts with Public and Officials

Employee encounters extensive contact with other City departments and employees concerning maintenance and repair needs of vehicles and equipment.

Physical requirements

Employee's daily activities include walking, standing, and performing duties requiring use of arms, hands, or fingers, in handling or manipulating objects, operating equipment, tools, and instruments requiring fine eye-hand coordination; other daily activities require a good deal of repeated bending, crouching, stooping, stretching, or crawling. Employee performs duties which require climbing or working from ladders and scaffolding. Daily operations require lifting of objects weighing as much as fifty (50) pounds, with occasional lifting of more than one-hundred (100) pounds.

Surroundings

Employee spends an average of six (6) to seven (7) hours per day working indoors, part of which is spent working in a pit. Daily conditions encountered are: noise, dirt, odors, dust, fumes, vibration, and poor lighting when working in pit. Other conditions vary with seasons.

Hazardous Conditions

Hazardous conditions encountered on a daily basis include mechanical hazards when using jacks, hoist and forklift; weekly hazards include elevated workplaces when working on top of trucks; occasional hazards include explosives, electrical hazards, fire hazards, and contact with potentially hazardous chemicals.

Qualifications

1. Requires a high school graduate or equivalent in order to perform daily activities.
2. Requires experience and training in mechanical repair of heavy equipment.

3. Requires some training or experience providing the ability to perform motor overhauls, transmission, drive line, transfer, brake and electrical system repair and maintenance.
4. Requires at least three (3) years of mechanical experience working on cars, trucks, and some heavy equipment.
5. Requires lifting of objects weighing as much as one-hundred (100) pounds.
6. Requires the ability to obtain a valid West Virginia Class A CDL w/tanker endorsement within six (6) months of hire.
7. Requires operational knowledge of various types of heavy equipment in order to understand maintenance and operational needs and make repairs as required.
8. Requires the ability to obtain a West Virginia Motor Vehicle Inspection License within six (6) months of hire.
9. Requires the ability to obtain a West Virginia Class A & B UST Operator's Certification within six (6) months of hire.
10. Requires a valid West Virginia Driver's License.

Desirable Qualifications

1. High School education plus extensive training in motor overhaul, transmissions, drive lines, transfers, brakes and electrical systems.
2. Five (5) years of experience in a garage or shop similar in operation to the City Garage.
3. West Virginia Motor Vehicle Inspection License, certification from diesel school, GMC, Ford, or Allison Transmission School, and any other certification applicable to mechanical work.
4. The ability to help other mechanics when troublesome problems arise.

(Note: This position description is not meant to be unduly restrictive nor comprehensive. Any one position may not include all of the specific duties listed, nor do the job examples cover all of the duties which may be performed. Duties are subject to change as operation needs justify.)