

MECHANIC I

Position Code: 1800
WC Code: 8380
FLSA Status: Non-Exempt
Pay Grade: 348
Location: Public Services
Approval Date: 2018

General Statement of Duties

Performs responsible skilled work in maintaining and repairing heavy trucks and equipment at the municipal garage.

Distinguishing Features of the Class

An employee in this class engages in a variety of work associated with the maintenance and repair of a wide variety of Town vehicles and equipment. The employee is subject to working both inside and outside environments and exposure to various hazards including loud noises, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. The employee must exercise judgment and initiative in carrying out assignments. Work is performed under regular supervision and is inspected for compliance and instructions, conformance to established standards, quality and productivity, and adherence to schedules and priorities.

Duties and Responsibilities

Services and repairs all heavy equipment and heavy trucks.

Maintains and ensures the operation of all heavy equipment.

Diagnose electrical, electronic, hydraulic, mechanical, and pneumatic systems on heavy trucks and heavy equipment.

Replaces and mounts tires.

Diagnose and repair HAVAC systems.

Inspects for worn and damaged parts.

Performs NC Inspection.

Fabricates parts.

Maintains a clean work area.

Adheres to all safety procedures and policies of the department.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Knowledge of practices and procedures of heavy truck and equipment maintenance.

Knowledge of procedure and tools used in all types of repairs.

Knowledge of operation of shop equipment, tools, and machines for vehicle and equipment maintenance.

Adhere to all safety procedures and policies of the department.

Knowledge of various test equipment for diagnosing vehicle and equipment problems.

Knowledge of principles of operation and repair of diesel engines.

Knowledge of repair procedures, such as for HAVAC systems and electrical systems.

Knowledge of hydraulic systems and how to service troubleshoot and repair them.

Ability to diagnose problems using scanners and other trouble shooting tools.

Ability to perform North Carolina State Inspections.

Ability to perform diagnostic trouble shooting and repairs on air and hydraulic brake systems.

Ability to establish and implement new mechanical methods.

Ability to understand and follow instructions.

Ability to communicate clearly and concisely orally.

Ability to maintain a clean and organized garage area.

Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate automotive equipment in a safe manner, fit parts, read gauges and make written records.

Minimum Education and Experience

High School diploma or GED and five to seven years of directly related experience; or an Associate's Degree from an accredited community college or technical school and three to four years of directly related experience, or an equivalent combination of education and experience.

Special Requirements

Ability to obtain and maintain a valid North Carolina Commercial Driver's License within six months of hire.

Ability to obtain within a year and maintain thereafter:

- ASE & EVT Certification
- NC Safety & Emission Certification
- Air Brake Inspection Class