

**POSITION DESCRIPTION
CITY OF PLYMOUTH, INDIANA**

POSITION: Mechanic
DEPARTMENT: City Garage
WORK SCHEDULE: 7:00 a.m. - 3:30 p.m. M-F
JOB CATEGORY: LTC (Labor, Trades and Crafts)

DATE WRITTEN: June 2017

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. The City of Plymouth provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Mechanic for the City of Plymouth City Garage, responsible for maintaining and repairing department equipment and vehicles.

DUTIES:

Schedules and performs adjustments, preventive maintenance and repairs on department equipment, tools and vehicles according to warranties, mileage and use, including washing/cleaning, changing oil, tires, belts and filters, performing tune-ups, and replacing worn or broken parts, such as brakes.

Analyzes equipment and vehicle malfunctions, including observing, listening and identifying problems and solutions. Removes and rebuilds/repairs various parts as needed, including gasoline engines, transmissions, rear ends, brakes, lights and hydraulics.

Performs various mechanical trades in repairing and fabricating parts, including welding, brazing, torch cutting, and wiring. Designs, fabricates and installs added features on new vehicles and equipment as needed, such as hitches, plow frames and underbody mounting.

Maintains detailed records of repair and maintenance activity as required.

Maintains clean and orderly garage area, including sweeping, removing trash and debris, and returning tools to proper storage locations.

Operates a variety of tools, equipment and vehicles, including, but not limited to, hammers, screwdrivers, wrenches, driver, ratchet, calipers, files, drills, drill press, air hammer, air compressor, air nozzle, grinder, cutting torch, welding equipment, pressure washer, sand blaster, tap/die sets, cars, trucks, tractors, loaders, graders, fork lifts, and backhoes.

Periodically performs duties of laborer as needed, such as maintaining grounds and painting.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGES:

High school diploma or GED, with 1 to 3 years experience in maintenance work involving utility maintenance and general repairs.

Must be at least 18 years of age.

Ability to meet all departmental hiring requirements, including passage of a medical exam, and drug test.

Thorough knowledge of tools, materials, methods and practices used in repairing and maintaining automotive and other mechanical equipment, including engine, electrical, transmission, and other systems.

Thorough knowledge of and ability to operate a variety of tools, vehicles and equipment, including, but not limited to, hammers, screwdrivers, wrenches, driver, ratchet, calipers, files, drills, drill press, air hammer, air compressor, air nozzle, grinder, cutting torch, welding equipment, pressure washer, sand blaster, tap/die sets, cars, trucks, tractors, loaders, graders, fork lifts, and backhoes.

Thorough knowledge of and ability to perform various mechanical trades, including plumbing, welding, electronics, and carpentry.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to perform shop calculations, such as addition, subtraction, weighing, and figuring volume and distance.

Ability to understand and follow written and oral instructions, and work alone with minimum direct supervision.

Ability to effectively communicate with co-workers, other city departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment often under time pressures and deadlines.

Ability to work rapidly for long periods and on several tasks at once.

Ability to understand and follow simple written instructions and apply knowledge of people and locations.

Ability to memorize and retain instruction and read/interpret detailed prints, sketches, layouts, and specifications.

Possession of a valid Indiana driver's license and a Class B Commercial Driver's License

(CDL), with required endorsements, and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs moderately complex, relatively standardized duties according to customary procedures and techniques. Incumbent receives general supervision and assignments are guided by definite objectives using a variety of methods and procedures. Incumbent refers to supervisor when interpretations of departmental policy or expenditures are thought necessary. Incumbent has a high degree of flexibility in the job. Incumbent's work requires a moderate degree of care and skill to protect tools and equipment and prevent injury to self and others.

III. PHYSICAL EFFORT:

Incumbent's duties involve sitting and walking at will, standing/walking for long periods, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, bending at the waist, close vision, depth perception, handling/grasping/fingering objects, reaching, far vision, speaking clearly, crouching/kneeling, driving, color perception, and hearing sounds/communication.

Incumbent reports directly to the Street Superintendent.

IV. WORKING CONDITIONS:

Incumbent performs duties in a garage involving working in wet/icy surroundings, working with or near chemicals, working near fumes, odors, dust, and dirt, working in a noisy environment, working in confined areas, such as under cars, wearing protective clothing or equipment, working in extreme hot or cold temperatures, walking on uneven terrain, and responding to situations involving potential harm to self and others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position Mechanic for the City Garage Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes. ___ No ___

Applicant/Employee Signature

Date

Print/Type Name