

**City of Vicksburg
Job Description**

Job Title: Mechanic I
Department: Vehicle Maintenance
Reports To: Shop Foreman and Vehicle Maintenance Director
FLSA Status:
Prepared By: BDW
Prepared Date: January 5, 2018
Approved by

Summary

Maintains and repairs City owned vehicles and equipment.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Must be able to perform oil changes, brake repairs, front end repairs, minor repairs, and minor engine repairs.

Must be able to use diagnostic computer equipment.

Responsible for ensuring the duties of their position are performed in a safe, efficient and effective manner.

Performs troubleshooting on electrical, mechanical, hydraulic and pneumatic systems.

Performs preventive/predictive maintenance procedures on city own equipment.

Performs inspections required by Vehicle Maintenance Department.

Installs and/or replaces new or reconditioned repair parts.

Tests vehicles and equipment for proper operation.

Requires both shop and field work.

Requires basic understanding of electrical, hydraulic, and pneumatic circuits/drawings/prints.

Must complete proper paperwork as assigned.

Requires good working knowledge of equipment operation.

Must be able to use diagnostic equipment.

24 hour call will be required.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must have a high school diploma or GED and one year of experience as a mechanic, including experience with diagnosing and repairing electrical systems, brakes, and engines in automobiles, light equipment, and emergency vehicles.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence.

Ability to effectively present information in one-on-one and small groups situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Must be basic level of computer knowledge.

Certificates, Licenses, Registrations

Must have and maintain a valid State of Mississippi driver's license.

Must have EVT or ASE certifications or be able to obtain within twelve (12) months of hire.

Other skills and abilities

Must have experience with diagnosing and repairing electrical systems, brakes, and engines in automobiles, lights equipment, heavy equipment, and emergency vehicles.

Other qualifications

Must be able to be on call (nights and weekends). Overtime and alternative work schedules will be assigned, as needed.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hand to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives or vibrations. The noise level in the work environment is usually loud.

