

City of Cordova Position Job Description

Mechanic I or II

SUPERVISOR: STREETS SUPERINTENDENT

CLASSIFICATION: FULL TIME, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT

HOURS: MON-FRI, 0500 – 1700; ON-CALL HOURS AS SCHEDULED, MAY REQUIRE EVENINGS, WEEKENDS AND OVERTIME, VARIES SEASONALLY

BENEFITS: ALASKA PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS), GROUP HEALTH INSURANCE, LIFE INSURANCE, OPTIONAL 457 DEFERRED COMPENSATION, EMPLOYEE-PRICED RECREATION FACILITY ACCESS, ANNUAL AND SICK LEAVE ACCRUAL, PAID HOLIDAYS

SUMMARY

Repairs and maintains City vehicles and equipment. Manages City shop facility under the supervision of the Public Works Superintendent and Public Works Director.

GENERAL STATEMENT OF DUTIES

Responsible for maintenance, repair, tracking and analysis of the city's vehicle and equipment fleet.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the overall status of the repair and preventative maintenance of all types of City vehicles and equipment.
- Must be able to perform drivability analysis of both gasoline and diesel vehicles and machinery, perform fault determination through systematic troubleshooting of hydraulic, electrical, pneumatic, and mechanical system combinations using latest industry test equipment
- Must successfully complete all training within an assigned timeframe.
- Maintain shop area in orderly and safe manner and implement and obey all safety rules and standards.
- Order necessary parts and supplies and maintains appropriate parts inventory.
- Evaluate need for new or replacement vehicles or equipment.
- Responsible for maintaining service records of City vehicles and equipment.
- Must cross train as Equipment Operator I and satisfy requirements of job description for Equipment Operator I.
- May perform manual labor in connection with various City projects as directed.

MINIMUM QUALIFICATIONS

- A. Mechanic I
 - a. Minimum 1-year experience of automotive, construction/heavy equipment, heavy truck or bus repair and maintenance experience.
 - b. Must possess valid Alaska Driver's license in good standing.
- B. Mechanic II
 - a. Minimum 5-years' experience of automotive, construction/heavy equipment, heavy truck or bus repair and maintenance experience.
 - b. Must possess a minimum Alaska class B Commercial Driver's license in good standing.

PREFERRED QUALIFICATIONS

- A. Vocational training as a mechanic and heavy equipment operator.
- B. ASE certification.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- Basic knowledge of various mechanical principles such as power transmission, engine types/cycles, fluids, braking systems, hydraulics, and be able to work safely, being aware of occupational and environmental hazards associated with mechanical work.
- Willing and able to learn to operate all City equipment. Training and instruction will be provided.
- Possess skill in metal repair, fabrication, and reverse engineering of unavailable parts using various forms of metal joining, welding, and powered machine equipment.
- Ability to accurately complete written work and testing programs in the English language.
- Ability to comprehend and follow safety rules and regulations.
- Ability to communicate in a clear and courteous manner.
- Ability to understand and follow written/oral policies, procedures, and instructions.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by changing information, equipment, and/or technology.
- Ability to respond to emergency situations in a timely manner; ability to exercise good judgement in time-critical and emergent situations.
- Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- Ability to pay attention to detail and use analytical skills to perform work duties.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a pre-employment background and drug test.

All required licenses/certifications must remain current for the duration of employment.

WORKING CONDITIONS

Work is performed indoors, with frequent exposure to loud and/or repetitive noises. Work may result in handling and/or processing of hazardous material or exposure to chemical effuse or vapor. Work is physically demanding with periods of exertion. On-call hours as scheduled with advance notice. Infrequent work after hours to meet unscheduled demand.

PHYSICAL DEMANDS OF POSITION

Capable to lift, pull, transport and handle equipment and materials; climb ladders and work in inclement weather conditions. Capable of bending and squatting. Capable of lifting and carrying up to 60 pounds. Capable of climbing ladders and working at elevated heights. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.