

City of Lockhart, Texas

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Mechanic

Department: Garage Maintenance

Pay Grade: 105

FLSA Status: Non-Exempt

JOB SUMMARY

The Mechanic reports to the Lead Mechanic and conducts preventative maintenance, diagnosis, and repairs on City fleet vehicles and equipment. An incumbent in this position also performs minor repairs; lubricates and services parts and components; repairs and balances tires; picks up parts; and cleans vehicles, equipment, and work areas.

ESSENTIAL JOB FUNCTIONS

- Conducts preventative maintenance on City fleet; checks fluids, tires, brakes, and belts; and uses checklists during preventative maintenance identifying potential major items for lead mechanic to further examine.
- Determines when oil changes are due based on monitoring of mileage/hours of fleet.
- Diagnoses and repairs components utilizing test equipment, hand tools, and technical manuals.
- Repairs hydraulic, gasoline, and diesel equipment; removes, repairs, and replaces defective parts.
- Reassembles equipment, works on engines, brakes and vehicle components.
- Lubricates and services parts and components.
- Repacks and replaces bearings on trailers.
- Repairs electrical switches, buttons, lights and systems: repairs electrical components of equipment.
- Replaces filters and hoses at gas pumps.
- Assist in maintaining underground fuel storage tanks and maintains related records.
- Operates equipment and vehicles to test and assure repairs have been completed.
- Clean parts with brushes and solvents in parts cleaning tank.
- Washes and cleans vehicles and equipment.
- Repairs and balances tires.
- Picks up parts; makes purchases/orders when approved.
- Cleans work areas.
- Maintains related records.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires High School diploma or equivalent and Five (5) years of related experience, or an equivalent combination of education and experience; additional experience in working on vehicles and electrical systems preferred.

Licenses or Certifications:

- None

Special Requirements:

- Possess and maintain a valid Texas driver's license, Class "C", and a good driving record.
- Ability to maintain regular, reliable in-person attendance.

Knowledge, Skills and Abilities:

- Knowledge of automobile maintenance and repair.
- Knowledge of time needed for typical repair work.
- Skill in math including number identification and basic linear measurements.
- Skill in operating tools used to perform job duties.
- Ability to complete reports on work performed.
- Ability to read and interpret technical manuals and instructions.
- Ability to follow verbal instructions.
- Ability to analyze and resolve vehicle and equipment operational problems.
- Ability to transfer knowledge learned from one repair scenario to a similar scenario.
- Ability to work with others.

PHYSICAL DEMANDS

The work is sedentary which requires exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently; frequently required to apply 50 pounds of force to move objects; and occasionally required to exert up to 100 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

O	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
O	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
O	• Crawling: Moving about on hands, knees, or hands and feet.
F	• Crouching: Bending the body downward and forward by bending leg and spine.
F	• Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
F	• Grasping: Applying pressure to object with fingers or palm.
F	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
F	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
F	• Hearing 2: Receiving detailed information; making discrimination in sound.
O	• Kneeling: Bending legs at knee to come to a rest on knee or knees.

F	<ul style="list-style-type: none"> Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
F	<ul style="list-style-type: none"> Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
F	<ul style="list-style-type: none"> Mental Acuity: Making rational decisions through sound logic and deductive processes.
O	<ul style="list-style-type: none"> Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
O	<ul style="list-style-type: none"> Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
F	<ul style="list-style-type: none"> Reaching: Extending hand(s) and arm(s) in any direction.
O	<ul style="list-style-type: none"> Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.
F	<ul style="list-style-type: none"> Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
O	<ul style="list-style-type: none"> Standing: Being erect particularly for sustained periods of time.
F	<ul style="list-style-type: none"> Stooping: Bending body downward and forward by bending spine at the waist, occurring to a considerable degree; requiring full motion of the lower extremities and back muscles.
F	<ul style="list-style-type: none"> Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
O	<ul style="list-style-type: none"> Talking 2: Shouting to be heard above ambient noise.
F	<ul style="list-style-type: none"> Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.
F	<ul style="list-style-type: none"> Visual Acuity 2: Verifying color, depth perception, or field of vision.
C	<ul style="list-style-type: none"> Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.
F	<ul style="list-style-type: none"> Visual Acuity 4: Having visual acuity to operate motor vehicles/heavy equipment.
F	<ul style="list-style-type: none"> Visual Acuity 5: Inspecting small defects or machines; using measurement devices; or fabricating parts.
O	<ul style="list-style-type: none"> Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.

WORK ENVIRONMENT

Work is performed in a relatively safe and secure work environment, mostly inside a garage; is exposed at time to hot/humid conditions, oils, greases, battery acid, slippery footing area, heavy weights, dust, and moving parts; is subjected to air impact gun/chiseler noises, grinders, etc.; and may require protective equipment for eyes, ears, facial area, and hands depending on job task being performed.

The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date