

**Mechanic –Department of Public Works**

The City of Gaylord has one full-time position available for a Mechanic. This position, under the supervision of the Department of Public Works Superintendent, will be responsible for performing semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment of the department.

Desired Minimum Qualifications:

Other Requirements: Resident of the City of Gaylord or of an area not more than twenty miles from the corporate boundaries of the City of Gaylord.

A full job description and the required minimum qualifications are available in the attached pages.

Resumes for this position should be sent via email to [peterse@cityofgaylord.org](mailto:peterse@cityofgaylord.org) or by mail to:

City of Gaylord, C/O Erika Peters, Human Resources Manager

305 E. Main Street

Gaylord, MI 49735

This position is 40 hours per week. For purposes of FLSA, this is a non-exempt position. For more information please call 989-732-4060. Resumes will be accepted until January 28th, 2020, or until the position is filled.

*The City of Gaylord is an Equal Opportunity Employer.*

# CITY OF GAYLORD

## MECHANIC

### General Summary

Under the supervision of the Department of Public Works Superintendent, performs semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment of the department.

### Essential Duties and Responsibilities

*The list is not all-inclusive of the total scope of job duties to be performed. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.
2. Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
3. Tests, services and repairs vehicles and mechanical equipment.
4. Inspects, adjusts, and replaces necessary units and related parts in the performance of repair and maintenance work.

5. Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
6. Cuts and welds metal and performs body repair, touch up, and related work.
7. Changes and repairs tires and tubes.
8. Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.
9. Conducts various analysis and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair, or replacement.
10. Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
11. Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.
12. Provides emergency field assistance to disabled equipment as needed and appropriate.
13. Assists in the preparation of bid specifications for vehicles and mechanical equipment.
14. Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures.

15. Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.

### Peripheral Duties

May serve as a member of various employee committees.

### Desired Minimum Qualifications

#### Education and Experience:

1. Graduation from high school diploma or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field. State of Michigan certification in light & heavy duty equipment preferred.
2. Three (3) years of experience in a related field.

#### Necessary Knowledge, Skills and Abilities:

1. Thorough knowledge of automotive mechanics; Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment; working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; working knowledge of the practices, methods, materials, and tools used in modern equipment maintenance.

2. Skill in operation of listed tools and equipment.
3. Ability to establish and maintain effective preventive maintenance programs, policies and procedures; ability to maintain effective accounting procedures; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

### Special Requirements

Valid State Driver's license.

Class B CDL license with air break, or the willingness to obtain this license within six (6) months of employment.

### Other Requirements

Resident of the City of Gaylord or of an area not more than twenty miles from the corporate boundaries of Gaylord.

## Tools and Equipment Used

Motorized vehicles for mechanical testing purposes, power and hand tools, and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio.

## 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 frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the 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 frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

### Selection Guidelines

Formal application, review of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not

exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.