

City of Mascoutah

JOB DESCRIPTION

Title: Fleet Maintenance Mechanic
Department: Public Works Fleet Maintenance Department
Reports to: City Manager, Director of Public Works, Public Works Coordinator
Status: Full-Time
Supervision Duties: N/A

QUALIFICATIONS:

- Knowledge of tools, materials, methods and procedures used in maintenance and repair of a variety of vehicles and equipment.
- Knowledge of maintenance and repair of small engines such as trash pumps, weed trimmers, leaf blowers, and mowers.
- Knowledge of maintenance and repair of light and heavy equipment such as trucks, loaders, rollers, tractors, excavators, backhoes and mowers.
- Strong knowledge of maintenance and repair of both diesel and gas engines.
- Knowledge of OSHA safety principles and practices.
- Ability to plan, organize and to participate in a variety of semi-skilled and skilled maintenance and repair activities.
- Ability to use tools and equipment properly.
- Ability to follow oral and written instructions.
- Ability to communicate in oral and written form.
- Ability to maintain written records and prepare reports.
- Ability to establish and maintain effective working relationship with department heads and employees.
- Ability to work effectively with the general public.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- One year of related work experience required.
- Experience maintaining heavy equipment preferred.

RESPONSIBILITIES AND DUTIES (other duties may be assigned):

- Performs the duties of a mechanic involved in hands on repairs and maintenance of vehicles.
- Performs regular inspections of vehicles and equipment and notes needed repairs, either accomplishing repair or seeing to it that repairs are made in a timely manner.
- Responsible for the maintenance and repairs to department vehicles, equipment and other City vehicles and equipment.
- Perform road service on equipment as required.
- Adjust or repair hydraulic systems and components.

- Responds to repair requests.
- Operating computer programs and equipment (SCADA).
- Inform Supervisor of inventory of supplies needed for fleet maintenance.
- Maintain files, records and permits.
- Help out different departments when needed.
- Responds to twenty-four hour emergency call situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Commercial Drivers Licenses.
- ASE certification preferred.
- Technical training in auto, equipment and diesel mechanics preferred.

PHYSICAL DEMANDS:

- Must to be to drive a vehicle on a daily basis.
- Ability to operate light to heavy equipment and tools.
- Requires prolonged walking, balancing and feeling; occasional climbing, standing, sitting, kneeling, stooping and crouching, pushing and grasping in the performance of daily activities.
- Requires frequent levels of concentration of attention.
- Requires visual and hearing interpretation.
- Must to able to handle over 60 pounds of material occasionally and up to 25 pounds frequently.
- Must be able to move material by hand continuously, by truck frequently and by light and heavy equipment occasionally.
- Should be able to lift and move light weight material for extended distances (>100 yards).
- Must to able to lift 50 pounds from the floor to chest high.

WORK ENVIRONMENT:

- Ability to perform indoor and outdoor duties.
- Hazards include proximity to moving mechanical parts, vibration, electrical current, working on scaffolding and high places, flammable and combustible material, noise, exposure to high heat, exposure to chemicals.
- May be subjected to conditions including fumes, odors, dust, gases, oils or poor ventilation. Worker maybe required to wear a respirator occasionally.
- Ability to perform job duties and responsibilities during emergency stressful situations and under extreme weather conditions.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.