



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

MECHANIC

FLSA Status: Non-Exempt
Bargaining Unit: GPEA
Salary Grade: B24

CLASS SUMMARY:

The Mechanic is the first level in a two level Maintenance and Operations series. Incumbents perform vehicle inspection, maintenance, diagnosis, repair and fabrications on light to medium automobiles, trucks, public safety vehicles, and off-road power equipment. Duties include mechanical and electrical work, tune-ups, use of specialized vehicle testing and maintenance equipment and tools, internal customer service, records maintenance, and may include response to emergency field repair needs.

The Mechanic is distinguished from the Lead Mechanic by its focus on routine maintenance and record keeping.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Determines maintenance and repair needs of the fleet and performs vehicle inspection, diagnosis, maintenance, repair, and fabrications in an efficient manner.
- Maintains accurate fleet repair and maintenance records and creates and closes work orders.
- Communicates in a professional manner with internal customers and external vendors.
- May requisition parts, equipment and tools, and obtain price quotes.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

A High School Diploma or GED and five years of automotive and/or medium and heavy truck mechanic experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C
- ASE Master Automotive Technician or Master Medium/Heavy Truck Technician Certification
- Refrigerant Recovery and Recycling Certification (IMACA, MVAC or equivalent)
- Oregon Driver's License – Class B within 12 months of appointment
- Air Brake and Inspection Certification meeting FMCSS standards or equivalent
- EVT Fire Apparatus Technician Level 1 Certificate within 24 months of appointment
- EVT Law Enforcement Vehicle Technician Certification within 24 months of appointment

Knowledge (positions in this class require):

Knowledge of:

- Automotive, heavy truck, and heavy equipment mechanic principles and practices;
- Welding and fabrication;
- Personal computers and related software programs;
- Applicable Federal, State, and local laws, rules, and regulations.

Skills (positions in this class require):

Skill in:

- Operation, repair and maintenance of a wide range of automotive vehicles and equipment;
- Recording development and maintenance;
- Use of diagnostic tools, A.C. Freon recovery machine, air tools, hand tools, welder, plasma cutter, vehicle hoist, parts washer, and battery load test;
- Using a computer and related software applications;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Overtime may be required.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008

Resolution No. 5379

Updated April 1, 2011, October 4, 2013