



## CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

### MECHANIC

**FLSA Status:** Non-Exempt  
**Bargaining Unit:** GPEA  
**Salary Grade:** G30

#### **CLASS SUMMARY:**

The Mechanic is the first level in a two level Maintenance and Operations series. Incumbents perform vehicle inspection, maintenance, diagnosis, and repair 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.

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#### **CORE COMPETENCIES:**

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
  - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
  - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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**ESSENTIAL CLASS 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 person and via electronic mail in a professional manner with internal customers and external vendors.
- May requisition parts, equipment and tools, and obtain price quotes.
- Safely operates a motor vehicle and commercial vehicles upon City roadways to troubleshoot and diagnose issues and to ensure they are resolved.

*Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Performs other duties of a similar nature or level.
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**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.

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**Licensing Requirements** (positions in this class require):

- Valid Oregon Driver's License – Class C

The following requirements must be met within 12 months of appointment:

- Oregon Driver's License – Class B with airbrake endorsement; and
- Refrigerant Recovery and Recycling Certification (IMACA, MVAC or equivalent)

The following certifications are preferred:

- ASE Master Automotive Technician and/or Master Medium/Heavy Truck Technician
  - EVT Fire Apparatus Technician Level 1 Certificate
  - EVT Law Enforcement Vehicle Technician Certification
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**Knowledge** (positions in this class require):

Knowledge of:

- Automotive, heavy truck, and heavy equipment mechanic principles and practices;
  - Personal computers and related software programs;
  - Safe work practices; and
  - Applicable Federal, State, and local laws, rules, and regulations.
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**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. recovery machine, air tools, hand tools, welder, plasma cutter, vehicle hoist, parts washer, and battery load test;
  - Using a computer and related software applications; and
  - 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.
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**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.

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**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.

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**Classification History:**

Adopted by Council July 2, 2008, Resolution No. 5379

Revised April 1, 2011, October 4, 2013, February 3, 2017, June 22, 2018