

# CITY OF MAPLE HEIGHTS

## Mechanic-Service Department Job Description

### General Duties:

Repairs and maintains a variety of makes and models of automobiles, trucks and heavy equipment, performs related work as required.

- Emergency and non-scheduled vehicle repairs;
- Repairs and maintenance in accordance with preventative maintenance program;
- Service and repairs police cars, fire trucks, rescue squads, etc.;
- Repairs snow plow and riding mowers;
- Replaces exhaust systems;
- Troubleshoots vehicle electrical systems;
- Repairs and maintains many types of public works equipment such as shovels, tractors, trucks and road graders;
- Repairs, rebuilds and paints body and chassis units or equipment;
- Inspects, adjusts and replaces necessary units and related parts;
- Repairs or overhauls chassis units, including brake systems, transmissions, differentials and front and rear axels;
- Removes and installs engines, transmissions, differentials, clutches and steering assemblies;
- Other duties as assigned.

### Requirements:

Must have thorough knowledge of and familiarity with engine and chassis units, and general repair practices of the trade; good knowledge of diesel engines and air conditioning and electrical systems; ability to make repairs and adjustments to light and heavy equipment; ability to assess equipment through observation; mechanical aptitude; initiative and resourcefulness in handling repair problems; ability to work well with others and perform essential job functions.

### Experience and Training:

Some journeyman experience in repairing automotive equipment in a general garage or automotive service station and completion of a standard high school or trade school course; preferably supplemented by Automotive Service Excellence (ASE) certification and Emergency Vehicle Technician I (EVT) or any equivalent combination of experience and training including the required knowledge, skills and abilities.

### Essential Functions:

The employee must be able to lift objects weighing up to fifty pounds and occasionally to lift and/or move objects weighing up to one hundred pounds. The position involves frequent standing, stooping, walking, climbing and bending and the employee is regularly required to use their hands to operate machines.

If the applicant does not have a Commercial Driver License (CDL), the employee in this position is required to obtain and maintain a valid Commercial Driver's License with the required endorsements within the first six months of employment. Applicants may not have more than six penalty points within the past three years. The employee will be required to possess the hand tools and related equipment necessary to perform the work.

This is a collective bargaining (union) position. Pay rate is \$28.25/hour, and the position includes a full benefits package, and paid time off. Applicants must successfully pass drug testing and background check prior to hire.

<b>SPECIAL NOTE: This Job Description does not constitute an employment agreement between the City of Maple Heights and the employee and is subject to change by the City of Maple Heights as its needs and requirements of the job change.</b>
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