

JOB TITLE: Mechanic I

DEPARTMENT: Maintenance Shop, City of Washington

PAY RANGE: \$20.00/hour

JOB SUMMARY: This position reports directly to the Shop Manager and provides maintenance and repair services for city equipment including automobiles, trucks, tractors, mowers, and small engine power equipment.

MAJOR DUTIES:

- Prioritizes projects, procure required materials, file work orders, and maintain written or electronic records of repairs.
- Performs equipment repair and maintenance duties.
- Assists with administrative tasks.
- Participates in stand-by status during natural disasters or inclement weather.
- Performs preventive maintenance, repair services on automobiles, light and heavy trucks, mechanical equipment and other gasoline and diesel motors.
- Services include changing oil, air filters, fuel filters, fan belts, radiator hoses, and sparkplugs; inspects, adjusts, and replaces necessary parts; tunes and adjusts engines.
- Removes, repairs, and/or replaces component parts or assembles automotive systems.
- Inspects and performs brake repairs, including the replacing of the master brake cylinder, brake pads, calipers, fluid lines; replaces or repairs clutch on manual transmissions.
- Maintains and calibrates shop tools, machinery, and equipment; completes service orders to document parts and labor used in service and repair activities.
- Must be able to respond to emergency and after-hour calls on nights, weekends, and holidays.
- Obtains price quotes in the procurement process according to city policies.
- Ensures all work and activities are performed safely and in compliance with city policies.
- Completes all required records to include work orders and monthly reports.
- Must function in severe weather conditions, respond to hazardous/risky situations, and perform mitigation efforts in emergencies.
- Instructs other employees on the proper maintenance procedures of various pieces of equipment.
- Tests the operation of vehicles and light trucks upon completion of repairs to ensure proper functioning and safe operating condition.
- Ensures the safe and proper operation of tools and power equipment; adheres to prescribed safety standards and regulatory requirements.
- Performs major repairs replacing major components such engines, brakes, heating and air conditioning systems, drivetrains, and transmissions; includes disassembling, inspecting, and replacing or repairing worn or broken parts and components.
- Maintains current knowledge of trends and developments in the field for application to functional areas of responsibility.
- Performs related duties as directed.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- Specialized training in the field of mechanics including automotive repair.
- Must possess and maintain a valid Georgia driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- High School Diploma or GED; supplemented by responsible experience in automotive and heavy equipment/machinery maintenance and repair; or an equivalent combination of education, training, and experience.
- Ability to understand, follow and direct written and oral instructions.
- Skill in inspecting, diagnosing, and repairing routine to moderately complex mechanical problems of automotive motors and equipment.
- Skill in operating various automotive repair tools and diagnostic equipment, e.g., welding equipment, wheel balancing equipment, drill press, grinder, hydraulic press, battery charger, pressure cleaner.
- Knowledge of the safe and proper use and care of manual and power hand tools and equipment utilized in the field.
- Knowledge of the methods, materials, tools and standard practices of the automotive and light truck repair and maintenance trade.
- Knowledge of the potential occupational hazards and safety precautions necessary for successful performance in the trade.
- Knowledge of intermediate level mathematical computations, including addition, subtraction, division, multiplication, decimals, ratios, and percentages.
- Ability to read, analyze and interpret technical procedures and safety rules, operating and maintenance instructions, and procedure manual.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, schematic or schedule form.
- Ability to establish and maintain effective working relationships and communications with coworkers and other City internal customers.
- Proficient ability to use desktop and/or laptop computers and software including Microsoft Excel and Word.

PHYSICAL REQUIREMENTS:

Work is typically performed in a mechanic shop and requires ability to lift and move objects up to 80 pounds; ascend and descend ladders, stairs, ramps; utilize feet, legs, hands and arms; maintain equilibrium to prevent falling when walking, standing, crouching, or navigating slippery or uneven surfaces; bend, kneel or crouch; move about on hands and knees or hands and feet; use hands and have adequate dexterity to perform repairs; and to reach overhead and/or extend arms while performing work.

EMPLOYEE BENEFITS:

- Retirement plan w/ matching 401(a) and 457(b)
- Health insurance
- Paid leave time
- 10 paid holidays

TO APPLY:

Complete the fillable online application at www.wga.gov. Deadline for submission is November 20, 2023 at 12:00 p.m. Email hr@wga.gov with questions or for more information.