

City of Washington

Bruce Bailey, Mayor
Will Long, City Administrator
Yoshe Jenkins, City Clerk
Adam Nelson, Attorney

P.O. Box 9
Washington, Georgia 30673
706-678-3277
wga.gov

Council Members
Andy Anderson
Nathaniel Cullars Sr.
David Fisher, Jr.
Newton Gunter
Larry Hill
Maceo Mahoney

Job Title: Mechanic Level 1

Department: Maintenance Shop, City of Washington

Job Summary:

The Mechanic Level 1 is responsible for servicing, maintaining, and evaluating the city's equipment, including automobiles, light and heavy trucks, mechanical equipment, and other gasoline and diesel-driven motors. This position requires a range of mechanical expertise, including preventive maintenance, repairs, and emergency response duties.

Major Duties:

- **Project Prioritization & Procurement:** Prioritize projects, procure materials, and file work orders. Maintain written or electronic records of repairs.
 - **Repair & Maintenance:** Perform repairs and regular maintenance on vehicles and equipment.
 - **Administrative Support:** Assist with administrative tasks as required.
 - **Stand-By Duty:** Participate in on-call status during natural disasters or inclement weather.
 - **Procurement Process:** Obtain quotes for parts, materials, and equipment, adhering to City policies.
 - **Safety Compliance:** Ensure all work is performed safely and in compliance with City policies.
 - **Paperwork & Reporting:** Complete work orders, monthly reports, and other required paperwork.
 - **Hazardous Conditions:** Work in severe weather, hazardous situations, and during emergency mitigation efforts.
 - **Training & Instruction:** Provide safety and maintenance instruction to other employees.
 - **Test Equipment:** Test vehicles and equipment after repairs to ensure they are functioning properly and safely.
 - **Major Repairs:** Perform major repairs including engine, transmission, brake, and HVAC system replacements.
 - **Stay Informed:** Keep up to date with trends and developments in the mechanical repair field.
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Knowledge Required:

- **Education:** High School Diploma or GED with experience in automotive and heavy equipment/machinery maintenance, or an equivalent combination of education and experience.
 - **Driver's License:** Must possess and maintain a valid Driver's License.
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Skills and Abilities:

- Ability to understand and follow written and oral instructions.
 - Skill in inspecting, diagnosing, and repairing mechanical problems.
 - Proficiency with automotive repair tools and diagnostic equipment (e.g., welding, wheel balancing, hydraulic press).
 - Knowledge of safe tool use, automotive repair methods, and materials.
 - Awareness of occupational hazards and safety precautions.
 - Ability to perform intermediate-level mathematical computations.
 - Capacity to interpret technical manuals, safety rules, and maintenance procedures.
 - Ability to establish effective relationships and communication with coworkers and City customers.
 - Willingness to learn computer software, including Microsoft Excel and Word.
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Physical Requirements:

- Ability to lift, move, or carry objects up to 100 pounds.
- Capable of climbing ladders, navigating narrow or slippery surfaces, and working in various positions (e.g., standing, crouching, kneeling).
- Regular exposure to fumes, airborne particles, toxic substances, excessive noise, and damp environments.
- Potential risk of electrical shock and injury from moving mechanical parts of equipment and tools.