

MECHANIC

General Statement of Duties

Performs responsible skilled mechanical work on a variety of automotive vehicles and heavy equipment in the Town's garage.

Distinguishing Features of the Class

The employee diagnoses and performs a full range of engine, electrical, brakes, clutch, transmission, etc. repairs on automotive, and light and/or heavy equipment. Work includes the repair of gasoline and diesel engines, motors, brakes, electrical and hydraulic and pneumatic systems. Work requires operation of various test equipment and hand tools needed for work activities and reference manuals on vehicle and equipment construction and repair. Employee exercises judgment in diagnosing malfunctions of vehicles and equipment and determining necessary repairs. The employee is subject to hazards of mechanic work including working in both inside and outside environments, including extreme hot and cold weather and is exposed to hazards such as loud noise, vibrations, moving mechanical parts, chemicals, fumes, odors, poor ventilation, and oils. Work is performed under the general supervision and is evaluated through discussion, and by quality and successful equipment operation.

Duties and Responsibilities

Essential Duties and Tasks

- Performs regular routine maintenance of vehicles and equipment; lubricates, repairs and replaces parts and filters; cleans and replaces spark plugs, installs radiator and other hoses, and replaces belts; completes tune-ups, checks lights, tires, brake linings, wiper blades, horns, suspensions, etc.; changes and repairs tires.
- Checks vehicles/equipment as perform routine maintenance for worn parts and determines need for replacement and/or repair work to ensure taking care of needs before they become a problem and are not operating properly; repairs and overhauls brakes, ignition and fuel systems, electrical systems, etc.
- Diagnoses engine, electrical, exhaust, suspension, brake, lighting, transmission, and hydraulic systems; makes adjustments, repairs and services a variety of heavy construction equipment, trucks, cars and related equipment.
- Fabricates a variety of specialized parts for body work; especially on heavy equipment; welds aluminum, cast iron, and steel; fabricates grates and cylinders. Operates equipment such as engine analyzer, lift jacks, tire changers, air compressor, welding equipment, battery chargers, wrenches, cranes, air compressors and other hand tools.
- Performs electrical work on automotive equipment such as diagnosing electrical shorts, installing batteries and terminals, repairing and adjusting lights, and replacing wiring; tests electronic ignition systems and makes necessary repairs.
- Performs work in accordance with OSHA and Town's safety regulations and procedures.
- Performs work on exhaust, transmission, brake, and hydraulic systems.

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- Utilizes computer and enters data for reports on work completed.
- Cleans and arranges tools and garage area; checks fire extinguishers; cleans shop area.
- Drives vehicles and equipment upon completion of repair work to determine if engine or related systems' repair solved the problem and is operating correctly and safely.
- Drives to road sites to assess cause of vehicle or equipment breakdown; services and complete repairs feasible on site and/or competes in garage.
- Calls and orders parts as needed.

Additional Job Duties

- May drive and pick up parts.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges Skills and Abilities

- Considerable knowledge of the methods, tools, parts and equipment used in the repair of light automotive passenger cars, trucks, and heavy construction and public safety equipment.
- Considerable knowledge of gasoline and diesel engine operation and repair.
- Considerable knowledge of electrical, hydraulic, vacuum, and brake systems.
- Working knowledge of the occupational hazards and related safety precautions and regulations.
- Working knowledge of the concepts and philosophy of teamwork and ability to work effectively as part of a team.
- Skill in the use and the operations of tools and machinery used in automotive repair work.
- Ability to analyze and diagnose mechanical, electrical and other vehicle and equipment operation problems and to detect by inspection any worn or broken parts.
- Ability to read and comprehend service manuals and schematic drawings.
- Ability to operate and repair equipment safely.
- Ability to work effectively in teamwork-oriented department, demonstrating the principles in action on a daily basis.
- Ability to follow oral and written instructions accurately.
- Ability to use a computer to enter records on work performed.
- Ability to establish and maintain effective working relationships with peers, supervisor and other employees.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and perform repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds of force constantly.
- Must possess the visual acuity to complete work orders, to perform mechanical work and operating machinery within an arm's reach, to fabricate parts; to operate varied hand tools, vehicles and equipment, forklift, etc., and to determine the accuracy, neatness and thoroughness of work assigned.

Desirable Education and Experience

- Graduation from high school supplemented by technical or vocational automotive/heavy equipment maintenance training and some experience in skilled automotive/heavy equipment; or an equivalent combination of training and experience.

Special Requirement

- Possession of a valid appropriate North Carolina Commercial B Driver's license.
- Possession of or willingness to obtain certification for NC Vehicle Inspections and/or other certifications as required by the Town.
- Anticipated hiring rate for the position is \$32,143.00 - \$48,732.00, DOQ. Background check and drug screening will be required. Interested applicants should submit their cover letter, resume, proof of education/training, and town application <https://maidennc.com/PDF/appl-bkgrnd-combo.pdf> to Wanda Barnes, HR Officer, 19 N. Main Ave. Maiden, NC 28650 or by email at wbarnes@maidennc.gov. EEO