

EMPLOYMENT OPPORTUNITIES

**Mechanic - \$25.61
Plus benefits
City of Eastpointe**

Applications for the position of Mechanic are being accepted at the City Clerk's Office, 23200 Gratiot, Eastpointe, until 5:00 p.m. on Thursday, January 12, 2012. The Clerk's Office is open Monday through Friday, 8:30 a.m. to 5:00 p.m.

Required certifications include: HD truck/auto - brakes/braking systems, electrical systems, diesel/gas engine repair. HD truck - drive train, suspension and steering. Requires 2 yrs. current truck and auto mechanic exp., welding exp. and CDL "B" with Tanker endorsement and air brakes.

Education Required: Graduation from an accredited high school, or G. E. D. Certificate – Copy of high school diploma, G. E. D. Certificate or College Degree and/or transcripts must be attached to application.

Those candidates who meet all minimum qualifications will be required to pass an oral board Civil Service examination.

Steve M. Duchane
Director of Personnel

EOE

CITY OF EASTPOINTE JOB DESCRIPTION

MECHANIC

Supervised By: Chief Mechanic/Fleet Manager

Supervises: None

Position Summary:

Under the supervision of the Chief Mechanic/Fleet Manager, performs various tasks pertaining to the emergency and preventive repair of mechanical, electrical and hydraulic systems of vehicles and equipment. Maintains fleet records in accordance with established policies and assists in maintaining the shop in an organized and effective fashion.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs routine and skilled equipment maintenance and repair work on gasoline and diesel engines, hydraulic and electrical systems, transmissions, brakes, drive trains, cooling systems, assemblies and sub-assemblies, and other components. Services a full range of vehicles and equipment including cars, trucks, tractors, sweepers, and power tools.
2. Establishes and carries out preventative maintenance schedules for vehicles and equipment according to in-house and industry standards.
3. Removes and disassembles units to inspect for wear; repairs or replaces faulty parts.
4. Uses technical manuals, reviews parts manuals, catalogues and other reference materials.
5. Performs repairs to equipment bodies including bumping, welding, sanding and painting.
6. Orders parts and assists in maintaining an inventory of supplies.
7. Maintains records related to time, supplies, repairs, department billings and maintenance schedules.
8. Maintains a shop inventory of all tools, equipment, parts and supplies used in the performance of his/her duties.

9. Performs work in an orderly manner following recommended safety procedures.
10. Stays abreast of new techniques and equipment repair procedures through the ongoing review of journals and bulletins as well as periodic training and professional development.
11. Performs other public works tasks as directed and responds to emergencies on a 24-hour basis.
12. Performs other duties as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma with additional vocational training in mechanical repair and three years experience as a truck and auto mechanic, or an equivalent combination of education and experience.
- State of Michigan CDL, Class B with tanker endorsement and air brakes is required. Class A is required within six months of hire and before completion of successful probationary period. Certification must be maintained thereafter as a condition of continued employment. Additional CDL endorsements may be required.
- State of Michigan Motor Vehicle Mechanic Certifications in:
 - Brakes and braking systems – HD Truck & Auto
 - Drive train – HD Truck
 - Suspension and steering – HD Truck
 - Electrical Systems – HD Truck & Auto
 - Diesel/gas engine repair – HD Truck & Auto
- State of Michigan Motor Vehicle Mechanic Certificate Master HD Truck is desirable.
- Considerable knowledge of gasoline and diesel powered engines, automotive electrical systems, transmissions, differentials, brakes, fuel systems and other components of vehicles and equipment.
- Thorough knowledge of hydraulic systems, welding and fabricating. Knowledge of emergency vehicle repair and small equipment repair.
- Knowledge of the laws and regulations related to the equipment and operations found in

fleet maintenance.

- Thorough knowledge of the standard practices, methods, tools and equipment used in maintaining, repairing and rebuilding various vehicles and equipment.
- Ability to prepare and maintain accurate and complete repair records, reports and other records.
- Skill in the operation and maintenance of assigned vehicles, equipment and power tools.
- Skill in analyzing and solving complex mechanical problems.
- Ability to establish and maintain effective working relationships with co-workers, other departments, vehicle users and the public.
- Ability to use basic office equipment such as telephone, calculator, photocopier, fax and computer with applicable fleet maintenance software applications and email/internet/world wide web as well as basic hand and power tools, heavy motorized equipment and specialized equipment such as hoists, welder's torch, jacks, gauges and other mechanic's tools.
- Ability to understand and follow oral and written instructions, problem-solve, and work effectively within deadlines and changes in work priorities.
- Ability to respond to 24-hour emergency call-out.
- City employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City.
- City employees must be physically and mentally able to perform the essential duties of their position without excessive absences.
- In addition to the above requirements, all City positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to: stand, sit, walk, climb, use hands and fingers, talk, hear and view and create written documents. The employee uses hand

strength to grasp tools and occasionally climbs ladders. The employee is frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc. and operate motorized equipment and vehicles. The employee must lift and/or remove materials of light to heavy weight and must push/pull heavy objects.

While performing the duties of this job, the employee regularly works indoors and outdoors. The employee works near moving mechanical equipment with frequent fumes. The noise level in the work environment is usually moderate, but can also be loud.

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This job description does not constitute an employment agreement between the City of Eastpointe and employee and is subject to change by the City of Eastpointe as the needs of the City and requirements of the job change.