

## CITY OF CHARLEVOIX

**Title:** Mechanic

**FLSA:** Non exempt  
**STATUS:** Full-time, union

**Department:** Department Public Works

**Reports To:** Superintendent, Department of Public Works

**Date:** April 17, 2017

### **Position Purpose**

Incumbent(s) is responsible for the maintenance and repair of and recordkeeping for all of the equipment within the motor pool and for associated equipment owned by the City.

### **Scope and Environment**

Incumbent(s) takes the lead role to ensure all repairs and preventive maintenance are performed at the correct intervals and provides support for replacement decisions. This is a skilled hands-on position requiring considerable mechanical skill and experience. The mechanic is responsible for maximizing the life span of expensive equipment and must be able to support the service needs of the department. Decisions can have considerable impact on City expenditures and its ability to serve the community. Incumbents generally work in a shop environment and /or outside where they may be exposed to varying weather conditions. Work environment includes exposure to toxic and caustic chemicals (degreasers and other solvents), noise, and fumes. Job functions require strict adherence to safety requirements. Individual(s) interact with internal users and must balance service requirements with safety and cost. Situations require tact in dealing with competing demands and communicating with internal customers.

### **Essential Job Functions**

- Perform skilled work necessary to maintain and repair equipment at various City facilities, such as diagnosing, adjusting, repairing or overhauling mechanical, hydraulic, and pneumatic equipment, assembling gear systems and aligning frames, etc.
- Implement a comprehensive maintenance management program that ensures equipment operability but within the context of user/community service needs. Generate recurring preventive maintenance work orders consistent with manufacturers' recommendations. Schedule inspections, work, and/or recall orders with user department and ensure supplies/materials will be available when needed, monitoring inventory on a monthly basis. Ensure all repairs and maintenance performed in a safe manner and that they are consistent with the manufacturer's safety manuals, i.e., lock-out/tag-out communication, confined/hazardous space identification, safe handling of chemicals, etc. Ensure all work is properly documented.
- Perform corrective/*ad hoc* repairs, including emergency field assistance. Coordinate service schedule with operating staff, communicating changes, etc.
- Train equipment operators in the proper/safe operation of equipment, daily checks of fluid levels, lubrication requirements, checks for wear, and other preventive maintenance tasks.
- Research; assess cost effectiveness, and order parts and materials needed to perform mechanical work for either scheduled or emergency repairs/maintenance. Maintain an inventory list that identifies critical spare parts and frequently used supplies. Assist the

Superintendent with establishing the appropriate budget level for maintenance and repair. Perform repair and maintenance within allotted budget.

**Minimum Qualifications**

- High school diploma or equivalent
- Michigan driver's license (CDL2) and good driving record
- Minimum five years experience as a lead mechanic, including recordkeeping, inventory, and budgeting responsibilities – relative to a mechanics shop.
- Ability to troubleshoot, diagnose, and repair difficult mechanical issues on equipment ranging from light duty vehicles to heavy equipment, such as fire trucks and EMS.
- Safety orientation

**Preferred Qualifications**

- State of Michigan Mechanic Certification or ability to become state certified within 90 days.
- Experience working with air brakes.
- Experience working with metal welding/fabricating.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change.

City Council Approval: Pending