



City of Kingman

Job Description

Classification:	Equipment Mechanic		
Department:	Fleet, Parks or Golf Course Maintenance		
Accountable To:	Building/Fleet Maintenance, Parks or Golf Course Maintenance (depending on assignment)		
Created/Revised Date:	June 2015		
FLSA Status: Non-Exempt	Salary Grade: 209	Band: B	EEO4: 7

General description of position:

Incumbent is responsible for maintenance and repair of vehicles, fire apparatus, garbage trucks, buses, golf carts, mowers, heavy equipment and other mechanical equipment for municipal fleet of the assigned department. Maintains and repairs light and heavy duty gas and diesel engines, transmissions, hydraulic, electrical, brake, a/c, steering and suspension systems. Responsible for receiving information from drivers/operators, diagnosing the problem, and determining the course of action necessary to make repair.

Supervision Received:

Works under the supervision of the department Superintendent or designated person.

Supervision Exercised:

None generally. May supervise temporary employees or community service workers.

Essential Duties and Responsibilities: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Performs maintenance, repairs and adjustments on a diverse fleet of lights, medium and heavy-duty vehicles, equipment and machinery.
- Inspects and diagnoses mechanical, electrical and hydraulic problems on vehicles and equipment; determines the extent of necessary repairs, prioritizes work and performs repairs and maintenance within scope of authority and training, and in accordance with all safety regulations and procedures.
- Performs preventive maintenance on vehicles and equipment to maximize the effective life cycle, reduce downtime, and improve the productivity of City workers; performs specialized repair and maintenance work to bring vehicles and equipment into compliance with safety and regulatory violations.
- Inspects status of vehicles and equipment, performs safety inspections, and recommends equipment replacement and major repair options; installs auxiliary and specialized equipment.
- Diagnoses and repairs vehicle and equipment engines and components, including gasoline, diesel and hybrid engines; uses technical manuals and computer equipment to diagnose and correct problems.
- Diagnoses and repairs vehicle and equipment sub-systems for electrical and onboard computer systems, fuel supply, hydraulic & pneumatic systems, brakes, drive train, suspension, exhaust, and engine cooling systems; performs arc and acetylene welding as required; fabricates and modifies metal parts and components; performs body repair and other metal component repairs.
- Repairs air conditioning units. Diagnoses front-end problems and makes necessary repairs and alignments.
- Rebuilds engines and transmissions as necessary.
- Performs maintenance and full repairs on small engine equipment such as weed eaters, mowers, tampers, blowers, chain saws, mixers and other related small engines.

- Transports equipment from the field to the repair shop facility; performs emergency repairs in the field as required; identifies and reports vehicle problems requiring additional maintenance and repair; notifies supervisors of repair problems beyond the scope of authority and skills.
- Tests equipment for proper operation by operating/driving and using test equipment.
- Installs special equipment on City police and other vehicles and maintains records of special equipment serial numbers.
- Maintains records and logs of services performed and general vehicle information; opens and closes work orders; and documents work hours, parts used and repairs completed.
- Maintains shop facility, cleans work areas, and removes debris; disposes of lubricants and chemicals in accordance with all safety regulations and procedures.
- Assists with training and cross-training of other mechanics.
- Cuts and welds metal and performs body repair, touch up and related work.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Purchases parts, and supplies used for vehicle and mechanical system maintenance. Orders and replenishes necessary supplies and equipment. Maintains inventory of supplies.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Performs work according to service manuals, schematics and hydraulic flow charts.
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Prepares reports and other specialized maintenance records of equipment and mechanical equipment repaired.
- Maintains current skills and knowledge in the proper and safe techniques of vehicle and equipment repair and maintenance.
- Maintains work area in an orderly manner in conjunction with OSHA and environmental regulations for the safe use, storage and disposal of chemicals and supplies and observes proper labeling requirements for mixed chemical solutions according to specifications; practices good housekeeping and cleaning up work area.
- Maintains proper protocols needed to dispose of hazardous waste (used oil, fluids, batteries, ect) in accordance with laws and regulations.
- Maintains Safety Data Sheets (SDS) for the chemicals and supplies utilized in the facility and send Risk Management current and updated SDS.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, or weekends as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

Peripheral Duties:

- Performs related duties as required.
- Performs special assignments as requested.
- May serve on a variety of employee committees.

Desired Minimum Qualifications:

Education and Experience:

Graduation from high school diploma or GED equivalent supplemented by some trade school certificate or specialized training related to automotive and diesel mechanics;

Five (5) years of related experience; or

Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Knowledge:

Thorough knowledge of automotive mechanics and methods, tools and equipment used in the repair of vehicles, specialty vehicles and light and heavy equipment. Considerable knowledge of gas and diesel engines, electrical systems, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment. The knowledge and experience to identify the special tools, lifts, jacks and safety precautions needed for the R&R (removal and replace) of engines, transmissions, and large components. Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance and repair. Metal fabrication, welding and body repair methods and procedures. Proper use of lifts, ladders, dollies, and carts. Knowledge of hazards and safety rules and regulations, federal, state rules and regulations related to the automotive repair industry, occupational hazards common to automotive maintenance and repair activities, including OSHA Safety Data Sheets (SDS) and environmental regulations for use, storage and disposal of hazardous chemicals in the workplace.

Skills:

Inspecting, diagnosing and repairing mechanical problems in a wide variety of vehicles, specialty vehicles and heavy equipment, and other light duty combustion engines. Identifying maintenance needs and mechanical problems and taking corrective actions. Performing computerized diagnostic tests and fine calibrations on equipment and components. Reading and interpreting technical manuals and specifications. Following and maintaining safety standards, and identifying safety problems. Assessing and prioritizing multiple tasks, projects and demands. Maintaining fleet management records and files. Promoting and enforcing safe work practices. Establishing and maintaining effective working relationships with co-workers and the public. Communicating effectively verbally and in writing. Skill in operation of listed tools and equipment; Troubleshooting problems; maintaining and handling applicable equipment; utilizing mechanical apparatus. Preparing and maintaining records; working in a team environment; providing customer service; utilizing a computer and relevant software applications. Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Abilities:

Ability to establish and maintain effective preventive maintenance programs, policies and procedures; identify the proper and safe protocols to address the needs associated with heavy equipment repair; maintain effective accounting procedures; carry out assigned projects to their completion. Ability to communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, supervisors, vendors and the public. perform routine custodial activities and manual labor; diagnose and repair complex repair problems and perform routine maintenance and repair activities. Operate motor vehicles and specialized equipment related to automotive and heavy equipment field; adapt to changing work priorities; perform basic mathematical calculations; work independently and to complete daily activities according to work schedule. Participate in teamwork productively; lift heavy objects, walk and stand for long periods of time; Communicate orally and in writing; read manuals and specifications and apply knowledge; use equipment and tools properly and safely; understand and follow written and oral instructions; establish effective working relationships.

Special Requirements:

Valid Arizona Driver's License or ability to obtain within 6 months of hire. Incumbents assigned to Public Works will be required to possess and maintain a CDL endorsement or ability to obtain within 6 months of hire. Motorcycle Operator License may be required depending on area of assignment. Technical certifications from National Institute for Automotive Service Excellence (ASE) and/or Emergency Vehicle Technician are preferred and may be required. May require own hand tools. Additional technical certifications may be required for some incumbents in this job class.

Work Environment:

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. - See Physical Demands Form

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

Selection Guidelines:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

Employee Sign Off:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____