

City of Monett
POSITION DESCRIPTION

Monjob23

Job Title: Mechanic
Department: Mechanic
Salary Range: Payroll – Level 8
Immediate Supervisor: General Manager Utilities

ESSENTIAL FUNCTIONS

- I. Vehicle and Engine Maintenance Activities..... 80% of Time
 - A. Maintains an awareness of all the needed supplies and equipment required for daily operation.
 - B. Maintains an inventory of necessary supplies and equipment.
 - C. Notifies the appropriate person when supplies or equipment are needed.
 - D. Completes and follows the preventative maintenance program of all vehicles, assuring for optimal performance and budget adherence.
 - E. Receives notice of equipment in need of repair, assesses the situation and proceeds with the proper action, ensuring the proper channels are followed.
 - F. Completes vehicle and equipment inspections. Addresses evidence of abuse, defects, or other related matters, assuring for accuracy and timeliness.
 - G. Completes ongoing janitorial duties in the shop and other areas, assuring for safety and orderliness.
 - H. Responds to requests by immediate supervisor in an accurate, professional, complete, and timely manner.
 - I. Completes all necessary painting and body repair.

- II. Vehicle Alterations and Fabrications..... 20% of Time
 - A. Meets with operators to determine the alterations needed to restore the vehicle or equipment for to optimal performance, assuring for productivity.
 - B. Designs and submits plans of action to the appropriate department heads for approval, assuring for compliance and communication.

- C. Assists other departments on an on-call basis.
- D. Receives requests for fabrications. Conducts need analysis and designs a plan action and cost estimate for the fabrication. Obtains approval to proceed.
- E. Completes the fabrication, assuring for safety and thoroughness.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above average exposure to dust.
- ◆ Above average exposure to loud noises.
- ◆ Above average exposure to darkness.
- ◆ Above average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.

- ◆ Above-Normal physical strength to handle 80 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above-Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed high school or equivalent.
- ◆ Valid Drivers license and CDL.
- ◆ Three or more years experience as a mechanic.
- ◆ Completed certification in air conditioning.
- ◆ Basic computer skills.

MENTAL EFFORT

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.