

**CITY OF ALVA
JOB DESCRIPTION**

TITLE: Auto/Diesel Mechanic
DEPARTMENT: Fleet Maintenance
REPORTS TO: City Business Manager
FLSA STATUS: Non-Exempt
GRADE: 5
SALARY: \$23,886.03 - \$33,063.85

NATURE OF WORK

This is skilled mechanical work in the maintenance and repair of both gasoline and diesel powered equipment. Employee is responsible for the performance of skilled tasks in repair work on automobiles, trucks, tractors, and other City equipment. Work is performed under general supervision and is inspected for quality of workmanship during progress and upon completion.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Diagnoses, overhauls, repairs, and maintains engines, transmissions, brakes, and all associated vehicular systems.
2. Ensures that clearance, fittings, adjustments, settings, replacements, and repairs are correctly and precisely made in accordance with existing technical manuals, specifications, or instructions.
3. Determines causes of mechanical operating problems. Locates defects and makes repairs to equipment and vehicles.
4. Diagnoses and repairs vehicle electronic control and diagnostic systems.
5. Repairs and maintains heavy equipment such as road graders, front-end loaders, backhoes, and other equipment having hydraulic, pneumatic, and mechanical utility systems and controls not encountered on ordinary automobiles and trucks.
6. Follows appropriate repair specifications and procedures to select and stock parts.
7. Makes changes or modifications in accordance with specifications and guidelines.
8. Tests completed work to assure proper performance of repaired equipment.
9. Performs vehicle recovery and wrecker operations.

LAST DATE OF REVISION: August 2016

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OTHER JOB FUNCTIONS

1. Keeps accurate records of all tasks performed to include maintenance tasks completed or deferred.
2. Prepares estimates of repair costs.
3. Performs general housekeeping duties within the department as required.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED

Specialized training in auto mechanics and/or vocational training in auto mechanics or equivalent work experience. Must have at least three years of experience.

SUPERVISORY RESPONSIBILITY

Exercises no supervisory/lead responsibility.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

1. Must have a valid Oklahoma driver's license with acceptable driving record. Must have or obtain Oklahoma Class B commercial driver's license within 6 months of employment.
2. Must be able to acquire automotive air conditioner recovery/recycling certification within six (6) months of employment.

PHYSICAL/MENTAL REQUIREMENTS

1. Must lift and carry over 40 pounds on a regular basis. Heavier weights encountered will require mechanical or personnel assistance
2. Must constantly stoop, kneel, crawl, and bend over to lift and do job.
3. Must be able to climb onto and into trucks and equipment.
4. Must have sufficient vision and hearing to safely and proficiently operate vehicles, discern engine sounds and noises.
5. Must be able to read and follow complex instructions on practices and materials for processes on vehicles and special equipment.
6. Must be able to work effectively with other employees, follow oral and written instructions, sometimes in an instructional capacity.
7. Must be able to read and follow diagrams, schematics, and detailed instructions on the repair of vehicle/equipment systems.
8. Must write to prepare work orders, parts/materials requests, and other reports as required.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

Major physical inconvenience or discomfort routinely present in the work situation. Approximately 20% of the time the incumbent is outdoors and has to repair equipment in adverse conditions of mud, rain, or other inclement conditions. Job requires the incumbent to be aware of and observe safe working procedures. Hazards that are encountered include but are not limited to noxious odors, glass and sharp objects, gasses, solvents, cleaners, grease and dirt, smoke, paint, grinders, electrical shocks, etc.

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