



JOB DESCRIPTION

TITLE: Mechanic I
DEPARTMENT: Public Works
GRADE: 12
FLSA: Non-Exempt
EEO DESIGNATION: Skilled Craft Worker
REVISION DATE: 07/01/2016

POSITION SUMMARY

Under the general supervision of the Public Works Area Manager, services and repairs city vehicles and other equipment belonging to the City.

ESSENTIAL FUNCTIONS:

- Repairs and maintains a variety of heavy to light-duty vehicles and equipment (loaders, back hoes, dump trucks, street sweepers, trucks, cars, lawn mowers, chain saws, garbage trucks, pumps and compacting equipment).
- Performs preventive maintenance; replaces parts; repairs parts; diagnose and repair electrical and hydraulic systems; performs tune-ups; installs and repairs brake and suspension systems.
- Performs oxyacetylene and electronic welding. May have to fabricate and layout for special equipment.
- Installs, removes and repairs light bars and other accessories.
- Completes a repair order on each vehicle repaired.
- Orders and picks up equipment and vehicle parts.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma and one year vocational or apprentice program plus two (2) years experience as mechanic or any equivalent combination of education and experience.
- Valid Utah Class "B" Commercial Driver License or the ability to obtain within 90 days of date of hire.
- ASE Certification Preferred.

KNOWLEDGE, SKILLS AND ABILITIES

1. Basic knowledge of safety practices and procedures.
2. Working knowledge of light and heavy equipment and automotive apparatus.
3. May be required to provide own hand tools.
4. Basic knowledge of personal computers.
5. Ability to communicate with immediate associates, supervisors and other City employees.



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WORKING CONDITIONS AND PHYSICAL DEMANDS:

- While performing the duties of this job, the employee frequently works near moving mechanical parts.
- Frequently exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- Frequently required to climb or balance and stoop, kneel, crouch, or crawl.
- Must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Performance of duties may require working in varied weather conditions such as extreme cold (snowstorms) or hot conditions.
- There will also be the requirement to work in dusty and greasy conditions.
- Required to respond to emergency 24-hour call out.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.