



JOB DESCRIPTION

TITLE: Mechanic III
DEPARTMENT: Public Works
GRADE: 14
FLSA: Non-Exempt
EEO DESIGNATION: Skilled Craft Worker
REVISION DATE: 02/16/2017

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:

- Supervise fleet operations when Public Works Area Manager is absent.
- Maintain vehicle maintenance records.
- Reviews, diagnoses, repairs and overhauls all types and sizes of gasoline and diesel engines, transmissions, and drive train components.
- Reads and interprets hydraulic and electrical schematics and repairs both systems.
- Ability to diagnose problems and make repairs and adjustments on the following: Hydraulic and air braking systems, steering and suspension systems, lighting system, starting and charging system, heating and air conditioning system, fuel system, computerized electronic engine systems, and snow plow equipment.
- Performs scheduled preventive maintenance and general tune-ups.
- Makes emergency road calls and performs field repairs.
- Repairs and overhauls gang mowers and specialized turf equipment.
- Maintains records and work logs including materials used and time spent.
- Orders parts and supplies.
- May train lower level mechanics in more complex maintenance and repair activities and use of tools and shop equipment.
- Performs oxyacetylene and electronic welding. Fabrication and layout for special equipment. Cuts and fits material for welding.
- Installs, removes and repairs light bars and other accessories.
- Performs other duties as assigned.



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MINIMUM QUALIFICATIONS:

- High school diploma and two years vocational or apprentice program plus six years of general mechanic experience in both gasoline and diesel engine maintenance and repair including experience with heavy-duty equipment and trucks.
- 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

- Basic knowledge of safety practices and procedures.
- Working knowledge of light and heavy equipment and automotive apparatus.
- May be required to provide own hand tools.
- May be required to be certified for emissions and state safety inspections.
- Basic knowledge of personal computers.
- Must be able to communicate effectively both verbally and in writing, including email correspondence, keeping logs, writing reports, and making presentations at City meetings.
- Must have good computer skills and proficiency in Microsoft Office (Outlook, Word, Excel, Powerpoint).
- Must have basic knowledge of budgeting processes and purchasing materials and equipment.

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.



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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.