

City of Cabot Job Description

JOB TITLE: Mechanic/City Shop Manager

DEPARTMENT: Public Works- Vehicle/Equipment Maintenance Division

SUPERVISOR RECEIVED: Public Works Director

REVISION DATE: April 24, 2008

SUMMARY: Supervises the mechanical repair and maintenance of gasoline/diesel powered Vehicles and other equipment. Detects needed automotive repairs in order to promote accident prevention. Maintains primary responsibility for the City Shop.

QUALIFICATIONS:

Must have a High School diploma or equivalent. Valid Arkansas Drivers License and Class A CDL. Must be at least 18 years of age. A minimum of five years experience in fleet management which includes the repair and maintenance of light and heavy motorized equipment. Experience must include hydraulics, air brakes, diagnostic equipment and both gasoline and diesel engines. Prefer ASE Auto and Heavy-Duty Certifications and EVT Level 1 or higher.

PRIMARY RESPONSIBILITIES:

- Leads and participates in the repair, overhaul and maintenance of designated vehicles.
- Performs routine maintenance, major and minor mechanical repairs on vehicles and equipment
- Repairs or replaces defective equipment parts using hand tools and power tools, and reassemble equipment.
- Inspects drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions, following checklists.
- Records maintenance and repair work performed and the costs of the work.
- Performs regular inspections on all city equipment, vehicles, and facilities.
- Maintains a supply of all essential hand tools, regularly used supplies, and vehicle maintenance parts such as oil and filters.
- Responsible for answering telephone and writing messages correctly and legibly.
- Responsible for obeying all safety rules and regulations.
- Responsible for keeping the City shop building and adjacent area in a neat, clean, sanitary condition.
- Maintains written service records on all vehicles and equipment
- Responsible for obeying all Federal, State, and Local regulations in disposal of all hazardous materials
- Operates a two-way radio in a lawful and courteous manner
- Must be able to operate a vehicle in a safe and courteous manner
- Ability to fabricate metal, use arc-welder and acetylene torch
- Accepts on call duties on nights/weekends and/or holidays
- Assists other Department employees as needed
- All other duties as assigned.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand for extended periods of time, talk, hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk; drive a vehicle.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here 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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions including extreme heat and cold, wet and dry, and may also include working after dark in emergency situations. The noise level in the work environment is usually moderate.

Employee Name (Print)

Employee Name (Signature)

Date