



## **GENERAL PURPOSE/OVERVIEW**

Under general supervision of the Lead Mechanic or Director of Public Works, the Mechanic performs semi-skilled and skilled mechanical work involving the repair, maintenance, and inspection of City vehicles and equipment. This position is responsible for ensuring the safe and efficient operation of municipal fleet vehicles and equipment. This is an hourly paid position and is subject to Fair Labor Standards Act (FLSA) guidelines.

## **KEY RESPONSIBILITIES**

- Repair and maintain City vehicles and equipment including passenger vehicles, trucks, construction equipment, lawn mowers, and other municipal grounds equipment.
- Diagnose mechanical problems and perform repairs involving engines, electrical systems, hydraulic systems, and other vehicle components.
- Perform welding and fabrication work as necessary for equipment repair and maintenance.
- Replace and repair defective parts, perform tune-ups, and conduct engine overhauls when required.
- Troubleshoot mechanical issues using mechanical knowledge and electronic diagnostic equipment.
- Conduct routine and preventive maintenance on all departmental vehicles and equipment to ensure safe operation.
- Complete repair orders for each vehicle serviced and maintain accurate maintenance and repair records using standard office and computer systems.
- Order necessary parts and materials required for vehicle and equipment repairs.
- Conduct vehicle and equipment safety inspections to ensure compliance with safety standards.
- Operate vehicles and equipment as needed for testing, diagnosis, and maintenance verification.
- Assist with snow removal operations when required.
- Perform other related duties as assigned.

## **MINIMUM/PREFERRED QUALIFICATIONS**

### **Education**

- Graduation from a standard high school or equivalent (GED).
- Four (4) years of experience as a mechanic or an equivalent combination of education and experience.
- Must possess a complete set of mechanic's tools, including hand and pneumatic tools suitable for servicing large construction equipment and smaller automotive vehicles.
- Must possess a valid Virginia Commercial Driver License (CDL) or be able to obtain one within six (6) months of employment.
- Required certifications must be maintained throughout employment.

## **Knowledge, Skills, and Abilities**

- Working knowledge of safety practices and procedures related to mechanical work and vehicle maintenance.
- Knowledge of vehicle systems, components, and mechanical operations.
- Ability to troubleshoot, diagnose, and repair both gasoline and diesel-powered equipment accurately and efficiently.
- Ability to safely operate motor vehicles and equipment for testing and maintenance purposes.
- Ability to use mechanical tools and equipment such as hydraulic lifts, jacks, air tools, diagnostic equipment, and other repair tools.
- Ability to maintain accurate maintenance records and communicate repair information verbally and in writing.
- Ability to establish and maintain effective working relationships with coworkers and supervisors.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Employees frequently walk, stand, sit, talk, and hear while performing duties.
- Work requires frequent use of hands to handle tools, parts, and equipment, and to reach with hands and arms during repair work.
- Employees may occasionally climb, balance, stoop, kneel, crouch, or crawl when performing mechanical repairs.
- Employees frequently lift and move items weighing up to 25 pounds and may occasionally lift items weighing up to 100 pounds.
- Specific vision abilities required include close vision, color vision, and the ability to adjust focus.
- Work is performed in maintenance shop environments and outdoors where employees may be exposed to moving mechanical parts, wet or humid conditions, fumes, and toxic or caustic chemicals.
- The noise level in the work environment is typically moderately noisy due to machinery and equipment operation.

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This job description does not list all responsibilities, duties, skills, requirements, efforts, or working conditions associated with the position. Employees may be evaluated in part based on performance of the functions outlined above. Management reserves the right to revise this job description at any time. This job description does not constitute a contract of employment.