



EQUIPMENT MECHANIC

Definition: Under close supervision of the Division Supervisor, performs a variety of entry level, semi-skilled and skilled mechanic duties in the maintenance and repair of a variety of City vehicles and automotive equipment. This classification is distinguished from the Senior Equipment Mechanic by its more routine service functions and less diversity in tasks performed.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Tasks:

Provides assistance and/or performs diagnosis, troubleshooting and unit repair in suspension, driveline, brake, steering, powertrain (including gas and diesel engines), automatic and manual transmissions, exhaust, fuel, electrical and hydraulic systems. Performs autobody and paintwork (including rust, collision, and welding repair). Performs preventive maintenance checks and state inspections. These duties will be performed on cars, trucks, loaders, sweepers, and other City equipment.

Repairs and maintains shop equipment. Road tests equipment to assess problems or completed work. May make field calls for repairs and may be assigned to the on-call schedule. May order and pick up parts and supplies from vendors. Fills out scheduled and unscheduled work orders after each task assignment. Performs other duties as assigned.

Knowledge, Skills, and Other Characteristics:

- Knowledge of the methods, materials, tools, and techniques used in the repair and maintenance of a variety of automobiles.
- Knowledge of operating principles of gasoline and diesel engines, and of mechanical repair of light trucks and related equipment.
- Skill in the use and operation of hand/power tools and machinery used in automotive repair work.
- Skill in applying mechanical abilities to the use of welding and smithing equipment.
- Skill in diagnosing defects in automotive equipment and applying approved techniques in remedying defects.
- Skill in adapting available tools and repairing parts to specific repair situations.
- Skill in following oral and written instructions.
- Skill in operating assigned office computers/software.
- Skill in maintaining effective relationships with supervisor and co-workers.

Materials and Equipment:

Manufacturers' Manuals & CD's Automobiles & Trucks Department Hand and Power Tools
Department Equipment (Scanning tools, hydraulic lifts, brake lathes, hydraulic cranes, forklifts, etc.)

Mental and Physical Abilities: Mental work efforts involve application of principles of gas and diesel engines and application of oral and written instructions requiring routine decisions and assuming responsibility which may impact the shop meeting the needs of its customers. Physical requirements include the ability to stand for up to four (4) hours, ability to move moderate to heavy (50-100 lbs.) objects short distances on a routine basis, and the ability to twist, bend, stoop and work in awkward positions while performing daily duties.

Working Conditions: Work involves mechanic maintenance and repair in an equipment shop with occasional proximity to fumes and high noise levels.

Qualifications: A minimum of 3 years of experience as a Maintenance Worker in the City of Wheeling Vehicle Maintenance Department and placement on the Civil Service Eligibility List preferred. A high school diploma or GED and three (3) years of experience in automotive mechanics or closely related area will be considered. An equivalent combination of education and experience which indicates possession of the knowledge, skills and other characteristics may be substituted for the above qualifications. Must possess a valid commercial driver's license (CDL) and WV State Inspector's license.

FLSA Status: Non-exempt