

**City of Somerton  
Job Description**

**Job Title:** Mechanic  
**Department:** Public Works  
**Reports To:** Lead Mechanic  
**FLSA:** Non-exempt  
**Prepared By:** Public Works Director  
**Prepared Date:** August 22, 2016  
**Approved By:** City Manager  
**Approved Date:** August 30, 2016

**Summary:**

Under supervision from Lead Mechanic, performs maintenance, preventive maintenance and repairs City fleet vehicles, equipment and heavy equipment, in accordance with all safety regulations and procedures.

**ESSENTIAL FUNCTIONS:** Includes the following. Other duties may be assigned

- Performs maintenance, preventive maintenance, rebuilds and repairs on City fleet vehicles, equipment, and heavy equipment including but not limited to: refuse trucks, road-grader, backhoes, front-end loaders, bobcats, street sweepers, compressors, heavy hydraulic systems, fire equipment, and other vehicles and equipment; duties may vary according to job assignment.
- Diagnoses any mechanical, electrical and hydraulic issues on vehicles, equipment and heavy equipment; prioritizes work, and performs the necessary repairs.
- Performs preventive maintenance and specialized repairs to bring vehicles and equipment into better performance.
- Perform vehicle and equipment repairs on different system and sub-systems such as: hydraulic, electrical, fuel, brakes, pneumatic, suspension, transmission, engine cooling, exhaust, etc.
- Ability to perform diagnoses by using technical manuals and computer equipment and correct problems.
- Ability to maintain records and logs of services and general vehicle information such as: opens and closes work orders, documents work hours, parts used, etc.
- Ability to perform safety inspections on all City fleet vehicles and equipment, recommend vehicle, equipment and equipment components replacements.
- Transports vehicles, equipment and heavy equipment from the field to the shop facility.
- Ability to perform emergency repairs in the field as required; identifies and reports vehicle problems requiring additional maintenance and repair; notifies supervisors of repair problems.
- Maintains the work areas clean and removes debris; disposes of lubricants and chemicals in accordance with all safety procedures and regulations.
- Assists with training of other mechanics and City personnel.

**MINIMUM QUALIFICATIONS**

High School Diploma or GED equivalent; and two years experience in the maintenance and repair of automotive and mechanical equipment and heavy equipment, preferably in a fleet environment; or an equivalent combination of education, training and experience.

**Knowledge of:**

- Gasoline and diesel engines and components such as: hydraulic, electrical, fuel, brakes, pneumatic, suspension, transmission, engine cooling, exhaust, etc.
- Procedures, tools and equipment used in the repair of vehicles, equipment and heavy equipment.
- Welding procedures and equipment used to perform metal fabrication.
- Safety regulations and occupational hazards in shop environments; including OSHA Material Safety Data Sheets (MSDS) for use and storage of hazardous chemicals and materials in the workplace.

**Skill In:**

- Diagnose and repair mechanical problems on City fleet vehicles, equipment and heavy equipment.
- Perform computerized diagnostic on City fleet vehicles, equipment and heavy equipment.
- Preserve and follow safety standards and identifying safety problems.
- Prioritize multiple tasks, projects and work load.
- Keep fleet management records and files.
- Detect maintenance needs on City fleet and maintenance shop and take corrective actions.
- Understand technical manuals and specifications.
- Maintain effective work environment and relationships with co-workers and public.
- Interpret a variety of instruction in written, oral, diagram etc. and have the ability to communicate effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS**

A valid Class A Arizona State Commercial Driver's License is required within one (1) year of hire. Technical certifications from National Institute for Automotive Service Excellence (ASE) are preferred and may be required. Additional technical certifications may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in maintenance facilities and occasionally in the field out of City limits, with reasonable physical requirements, and strength sufficient to lift and move items weighing up to fifty (50) pounds; may be exposed to dangerous tools, equipment and safety hazards.