

City of
EDMONDS
Washington

SENIOR MECHANIC

Department:	Public Works - Fleet	Pay Grade:	K
Bargaining Unit:	Teamsters	FLSA Status:	Non Exempt
Revised Date:	June 2013	Reports To:	Fleet Manager

POSITION PURPOSE: Under general supervision, maintains and repairs City vehicles and construction equipment; sets up new vehicles and equipment; assists other shop mechanic as needed; repairs and maintains a variety of small equipment and other related equipment including preventative maintenance; ensures all equipment and vehicles are operating in good and safe working condition; serves as Fleet Manager during absences.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs scheduled preventive maintenance on police vehicles, police motorcycles, dump trucks, trailers, Vactor trucks, street sweepers, construction equipment, crew trucks, passenger cars, fire rescue boat, emergency generators at key City buildings and water and sewer lift stations.
- Diagnoses and repairs City vehicles and equipment including: gas and diesel engines, fuel injection systems, police emergency lighting and communication systems, transmissions, air and hydraulic ABS braking systems, air bag systems, steering systems and hydraulic pump/motor systems.
- Sets up police vehicles and motorcycles including: installing radios, computers, lighting systems, rifle mounts and siren systems.
- Designs and fabricates mounting systems.
- Assists other mechanic staff as needed or directed.
- Serves as Fleet Manager during his or her absence as assigned.
- Communicates with City employees regarding vehicle problems and scheduling; communicates and coordinates with various vendors related to new equipment and parts.
- Communicates with various City and local personnel to coordinate repairs as necessary; researches and requisitions parts.
- Updates, repairs and services information; addresses safety concerns and recommends new procedures as appropriate.
- Serves as a member of a variety of committees as assigned; attends meetings and workshops as necessary.
- Maintains a variety of records on time sheets, performed maintenance and costs.

Required Knowledge of:

- Operations, services, and activities of a City Public Works Department.

JOB DESCRIPTION

Senior Mechanic

- Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment including computer testing equipment.
- Motorcycle and marine maintenance and repair techniques and practices including for outboard and inboard motors and jet pumps.
- Air brake hydraulic and ABS brake systems, SRS airbag systems and air conditioning systems.
- Diagnostic procedures for vehicles, boats and motors, motorcycles and equipment.
- Fleet maintenance techniques and practices.
- Safety and health rules and regulations.
- State rules and regulations regarding emission testing.
- Preventative maintenance and work order scheduling techniques.
- Manufacturer, equipment and vehicle manuals, repair manuals and parts purchasing catalogs.
- Effective oral and written communication principles and practices to include customer service.
- Basic record keeping techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications necessary to perform assigned duties.
- English usage, spelling, grammar and punctuation.
- Basic principles of business letter writing.

Required Skill in:

- Diagnosing, maintaining, and operating a variety of City vehicles, equipment, motorcycles, and marine rescue vessel and apparatus.
- Troubleshooting of equipment for both major and minor repair work.
- Using diagnostic and measuring equipment and tools needed for engine and equipment repair.
- Reading and understanding manuals concerning the equipment and vehicle preventative maintenance and repairs.
- Applying and adhering to safe work practices.
- Meeting timelines and schedules.
- Interpreting and applying applicable federal, state, and local policies, laws and regulations.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Preparing and maintaining a variety of basic records, files and reports.
- Communicating effectively verbally and in writing including customer service.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate and five years of journeyman level experience operating as a skilled mechanic in the diagnosis, maintenance and repair of a variety of gasoline/diesel powered vehicles and equipment that includes specialized work which could include working on emergency, police, marine, and other light/medium duty trucks, and construction equipment; OR an equivalent combination of education, training and experience.

JOB DESCRIPTION
Senior Mechanic

Required Licenses or Certifications:

Valid State of Washington Driver's License with Class A CDL and air brake and tanker endorsements; Emissions Certification.

Motorcycle Endorsement and Advanced Rider Certification.

Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire.

Successful completion of Washington State Boaters Course.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Shop conditions.
- Moderate exposure to fumes, dust, odors, oil/grease and gases.
- Moderate noise.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking and otherwise communicating to exchange information in person or on the phone.
- Operating tools and equipment necessary to perform work.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Performing repairs.
- Bending at the waist, pushing, pulling, kneeling or crouching, reaching overhead, above the shoulder and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting heavy objects up to 50 lbs.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Fumes from vehicle and equipment operations.
- Exposure to chemicals.
- Working around and with machinery having moving parts.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____