

# City of Lander

## Job Description



<b>Title:</b>	<b>Mechanic</b>	<b>Grade:</b>	<b>3</b>
<b>Department:</b>	<b>Public Works</b>	<b>Effective Date:</b>	<b>4/2021</b>
<b>Division:</b>	<b>Fleet Maintenance</b>	<b>Last Revised:</b>	<b>9/2023</b>

*In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.*

### GENERAL PURPOSE

Performs a variety of Journey level skilled tasks related to the maintenance, service, repair, and rebuilding of light or heavy duty mechanized vehicles, engines and equipment.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the shop supervisor.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Performs automotive and mechanical trouble shooting and analysis of malfunctions using various technical and computerized testing and calibration equipment (diagnostic computers, scanners, scopes, battery checker, pneumatic equipment, drill press, etc.) as needed to assure safe and efficient operation of city motor vehicles.

Inspects malfunctioning vehicles and equipment, determines source of problem and makes necessary repairs and adjustments to trucks, automobiles, and various light and heavy equipment such as tractor, graders, loaders, backhoes, police cars, fire trucks, dump truck, street sweeper, sanders, pumps, rollers, and lawn mowing equipment, etc.

Performs preventive maintenance and makes repairs to vehicles; maintains internal combustion engines (gas and diesel), carburetors, transmissions, differentials, air and hydraulic systems (turbo, super charger systems), electrical, computerized control systems, fuel systems, cooling systems, suspensions, brakes, tires, exhaust, etc.; performs emergency field repairs and service.

Disassembles and repairs motors and manual transmissions; repairs or replaces oil filters, carburetors, fuel pumps, and other parts; relines and adjusts brakes and differentials.

Installs, maintains and repairs electrical systems, components, parts, accessories and equipment; assures proper function of vehicle radios and communication equipment.

Fabricates tools and equipment parts which are not readily available; performs extensive metal fabrication (gun racks, cages, shields, steps, brackets, push bumpers, etc.), welding and hardfacing using electric and acetylene equipment.

Performs general vehicle inspection and certification; checks and maintains service schedules consistent with manufacturer specifications.

Orders replacement parts, fuels and lubricates equipment; changes and repairs tires; completes vehicle maintenance records.

Services and replaces equipment parts such as radiators, generators, distributors, brakes and clutches as required; assists in the minor repair of damaged body frames.

Digital Management and Record Keeping; Utilize the online application to review, accept, and manage digital work orders, ensuring that all tasks are completed in a timely and efficient manner. Submit purchase orders online for necessary parts, tools, and equipment, ensuring cost-effective procurement practices. Update and manage personal employee profile, including timesheet submissions, leave requests, and other relevant details.

Inventory Management; Track the usage and inventory of parts and supplies, ensuring that commonly used items are readily available. Ensure that tools and equipment are properly maintained, stored, and inventoried.

Collaboration and Communication; Collaborate with other departmental staff and external vendors when necessary. Provide timely updates to the Fleet Maintenance Supervisor about ongoing tasks, challenges, and accomplishments. Offer suggestions for process improvements or potential cost-saving measures.

Supervises the operation of the city shop in the absence of the shop supervisor.

Performs related duties as required.

### CORE COMPETENCIES

- **Adaptability:** Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- **Communication:** Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.

- **Cooperation:** Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- **Customer Service:** Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- **Dependability:** Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative:** Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- **Job Knowledge:** Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- **Judgment:** Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- **Planning & Organization:** Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- **Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

A. Graduation from high school; plus one (1) year of specialized technical or vocational training related to above duties;

**AND**

B. Three (3) years of skilled mechanic experience in maintenance and repair of gasoline and diesel engines;

**OR**

C. An equivalent combination of education and experience.

### **2. Knowledge, Skills, and Abilities:**

Working knowledge of the design, adjustment, operation, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; materials and tools used in equipment

maintenance; the safety practices required by state and other laws; installation and repair of automotive air conditioning systems; welding methods and procedures; servicing and repair of air brakes and air systems; auto electrical systems and equipment; gas and arc welding.

Journey skills in the use of mechanical tools, materials, welding, and testing equipment.

Ability to read and interpret maintenance manuals, parts books, and mechanical drawings; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; communicate effectively, verbally, and in writing; establish and maintain effective working relationships with employees of the department.

3. **Special Qualifications:**

Possession of a valid Class B Commercial Driver's License preferred but not required.

Must be a certified mechanic in all areas of light and heavy equipment.

Must be able to lift a minimum of 50 lbs and meet the physical demands of the job.

May be required to become certified to supervise EPA Hazardous Materials Training Program.

May be required to become certified to perform state safety inspections.

4. **Work Environment:**

Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching. Talking, hearing and seeing/ near vision essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and some creative problem solving. Exposure to contaminants including pollutants, gases, dust and odors and machinery noise frequent Exertion up to 50 pounds of force.

**DRIVING REQUIREMENTS:**

For driving essential positions, employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that has any of the following may be considered unsatisfactory: 1). Conviction of three or more moving violations from separate incidents, within the past 36 months; 2) A conviction within the previous 36 months of any of the following: Driving Under the Influence of Alcohol or Drugs; Leaving the scene of an accident; Fleeing to avoid arrest; Reckless Driving; Driving without automobile insurance; Driving on a suspended license; or Refusal to take a blood/breathalyzer test for suspected impaired driving.

**SUPPLEMENTAL INFORMATION**

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon successful background screen and a pre-employment drug test. Random, reasonable suspicion and post-accident drug and alcohol testing are administered in accordance with Federal requirements and City policy.

Driving records are required for all new employees. If the employee has not held a Wyoming driver's license for the last three (3) years, the employee must provide at their own expense and initiate a driving record from all previous States of residency.

If you have questions regarding the background screen, or pre-employment, random, reasonable suspicion, or post-accident drug testing, please contact the Human Resource Director at (307) 332-2870 X-7 prior to accepting the job offer.

### **GUIDELINES**

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures.

**The City of Lander is an at-will employer.**

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined with or without accommodations. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

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Employee's Name (Printed)

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Employee's Signature

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Date