

City of Stanfield, Oregon



Job Title: Mechanic/Municipal Worker

Department: Public Works

Annual Salary Range: \$39,660 - \$52,620

Employment Type: Full-Time

Application Deadline: June 18, 2021

General Statement of Responsibilities

Performs a variety of unskilled, semi-skilled, and skilled tasks related to the maintenance and repair of a wide range of makes and types of city vehicles and equipment. Performs work related to area of assignment in the Public Works department. Responsible for the preventative maintenance schedule and unscheduled repairs of all city-owned vehicles and equipment.

Supervision Received

Works under the supervision of the Public Works Director, be able to work without direction after assignment of duties.

Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

Examples of Duties - Essential Functions

1. Performs routine maintenance of vehicles, such as lubrication, oil and filter changes, check/change/refill fluid reservoirs, tires, wipers and similar tasks; schedules equipment and vehicles for routine maintenance.
2. Schedules and conducts tune-ups of vehicles, equipment, and power tools.
3. Troubleshoots and repairs equipment and electrical systems.
4. Performs minor engine repair, including small engine tune-up, (chain-saw, weed- eaters)
5. Diagnoses and repairs automotive and equipment problems including suspension, brake, wheels, and systems.
6. Maintains parts inventories and orders parts as needed. Locates and orders parts.
7. Assists the Public Works Department as required.
8. Keep appropriate records of repairs. Consults with supervisor regarding major problems and needs.
9. Operates wide variety of manual, power and electronic equipment and tools to perform duties.

10. Perform some welding associated with fabricating.
11. Operates light to heavy construction equipment as needed, including dump trucks, backhoes, loaders, forklifts, tractors and various power tools.
12. Maintains a safe, clean work area.

Screening Criteria

Education and Experience:

- A High School Diploma or GED;
- AND five years' experience and training which has provided specific knowledge to perform as an automotive and equipment mechanic;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required. Possession of, or ability to obtain, a valid Oregon CDL.

Skills: Safe operation, servicing, and repairing of assigned vehicles, equipment, machinery and tools; use of automotive and equipment servicing equipment and tools; use of test instruments, equipment, and tools used to diagnose and repair equipment and vehicles.

Ability to: Perform manual and equipment operation work in safe manner for extended periods of time in adverse weather conditions; understand and follow oral and written instructions; establish and maintain effective working relationships with superiors, peers, other city employees, representatives of state agencies, contractors, and the general public; communicate effectively verbally and in writing; sufficiently perform the physical requirements of the classification; develop skill in use and care of tools, equipment, machinery, and materials as required to perform duties; read and interpret manufacturer's lubrication, servicing, and repair manuals and charts; complete forms and maintain accurate maintenance, inventory, and production records.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent operating tools and equipment such as hand tools, small and large maintenance equipment, computers, keyboards, telephones, and driving; and while moving equipment and tools. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to lift 60lbs. This position requires both verbal and written communication abilities.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable*

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

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While performing the duties of this position, the employee is primarily working in the field subject to outside conditions, restricted spaces, or from ladders, and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Safety equipment and clothing is required. Rarely works indoors in an office environment where the noise level in the work environment is usually moderate and lighting is adequate.

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