



## City of Irving Job Description

### Mechanic I

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Fleet
<b>Job Code:</b>	V262	<b>Reports To (Job Title):</b>	Assistant Fleet Services Manager

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#### **PURPOSE**

To perform the skilled mechanical repair tasks that are involved in the maintenance and repair of City vehicles and equipment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Inspect and locate mechanical difficulties on City vehicles and heavy equipment.
- Order parts and supplies.
- Provide information used to write estimates, work orders and requisitions.
- Perform body work and restoration to the interior and exterior of vehicles.
- Repair or replace drive lines, electrical systems, brake systems, radiators, motors, and air conditioning compressors.
- Conduct state vehicle inspections.
- Rebuild, overhaul, and tune up engines.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Use proper safety precautions related to all work performed.
- Maintain cleanliness of work area.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to completion of 12th grade, *plus* some vocational training in automotive repair work.

### **EXPERIENCE**

- At least two (2) years of relevant experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas driver's license.
- Must have all eight (8) ASE certifications for light (A1-A8, Master Certification) and/or six (6) for heavy (T2-T7, Master Certification) within six (6) months.
- State Motor Vehicle Safety and Emissions Inspector License.
- EPA/IMACA Refrigerant License.
- Forklift Operator's Safety Permit.

### **KNOWLEDGE OF**

- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.

### **SKILLS AND ABILITIES IN**

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.

## **GUIDANCE RECEIVED**

### **Detailed Instructions and Standardized Procedures**

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

## **CONTACTS**

Interacts with shop employees and internal customers. Has some occasional contact with vendors

## **EQUIPMENT AND PROPERTY**

An assortment of tools used while performing automotive repair.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to balance, carry, drive a vehicle, grasp, handle, feel, lift up to 25 pounds, push, pull, reach, see, stand, talk, and/or walk. Frequently, s/he is required to climb, crawl, smell, and/or stoop. S/he occasionally is required to kneel, sit, and/or lift up to 100 pounds.

## **WORK ENVIRONMENT**

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

The employee regularly is exposed to extreme vibration, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.