

CITY OF BEAVERTON

Mechanic 1

General Summary

Perform a variety of preventative maintenance procedures and inspections on all City vehicles and equipment. Maintain related documentation and maintain the garage area.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Perform preventative maintenance and inspection of all City vehicles and equipment, including changing oil and filters, mounting and balancing tires, checking safety equipment, suspension and drive train systems. Make transmission, brake, air conditioning and electrical and charging system repairs and adjustments. Machine rotors and drums. Test-drive vehicles.
2. Maintain preventative maintenance schedule and logs. Develop and implement preventative maintenance efficiencies.
3. Assist other mechanics in performing corrective maintenance of all City vehicles, including diagnosis. Repair flat tires, replace bulbs or fuses, jump start vehicles, or turn drums or rotors.
4. Conduct emergency service calls in the field. Diagnose problems and make repairs or adjustments, as appropriate.
5. Perform administrative duties related to maintenance, including completing work orders, ordering the necessary parts, and assisting in maintaining stock inventory.
6. Maintain a clean garage, workspace and shop equipment, including sweeping and washing floors or equipment.
7. Participate in section operational processes including procedure development and implementation.
8. Produce an acceptable quantity and quality of work that is completed within established timelines.
9. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
10. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.

11. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
12. Participate in the City Emergency Management program including classes, training sessions and emergency events.
13. Follow standards as outlined in the Employee Handbook.
14. Support and respect diversity in the workplace.

Other Functions

1. Respond to citizen inquires and requests.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of safety practices and procedures related to automotive and diesel/combustion engine maintenance.
- ◆ Working knowledge of gas and diesel engine drive trains.
- ◆ Working knowledge of practices and techniques used in a full service automotive and diesel/combustion engine repair and maintenance garage.
- ◆ Working knowledge of tools and testing equipment used in automotive and diesel/combustion engine maintenance.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic understanding of practices and principles of public/business administration.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Ability to work with computerized equipment and testing systems used in the maintenance of gas and diesel engines.
- ◆ Ability to interpret technical maintenance manuals.
- ◆ Ability to maintain accurate records.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to apply excellent internal and external customer service skills.
- ◆ Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Associate's degree in automotive/diesel technology or graduation from a two year automotive school and 1 year experience in a full service fleet maintenance and repair garage that included diesel and combustion engines or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Commercial Driver's License-B with air brake endorsement required within 3 months of employment.
- ◆ Certified in forklift operation required within six months
- ◆ Oregon DEQ Refrigerant Recovery Certificate required within six months.

Working Conditions

Regular focus on a computer; daily precise control of fingers and hand movements; daily standing for prolonged periods; weekly lifting, moving and carrying of objects up to 50 pounds; occasional lifting over 90 pounds; crouching, crawling, bending, kneeling, climbing or balancing; occasional work in all weather conditions and around traffic; occasional response to emergency conditions off-hours; regular exposure to equipment with crushing potential, hazardous chemicals, vibration, fumes and high noise levels; occasional exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

As of 10/97: Mechanic 11
Revised: 7/98
New class specification title 1/98: Mechanic 1
Revised: 11/04
Revised: 1/1/09

Status: SEIU
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date