



POSITION VACANCY NOTICE CITY OF KETCHIKAN

SPECIFICS

March 14, 2019

TITLE: MECHANIC			
DEPARTMENT:	Public Works	DIVISION:	Garage
STATUS:	Regular Full-Time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM
GRADE/STEP:	352/ A-K DOQ	DUTIES:	See attached job description
HOURLY:	\$23.76-\$27.56 DOQ	UNION STATUS:	YES

SPECIAL REQUIREMENTS:

Specialized training in maintenance and repair of gas and diesel powered equipment; two years of journey level experience performing minor and major equipment repair duties including experience in the maintenance of both diesel and gas powered equipment; Possession of a Class A or Class B driver's license; Possession of Automotive Service Excellence (A.S.E.) certifications are desirable.

ADVERTISING REQUIREMENTS

POSITION CLOSES: March 27, 2019 @ 5:00 PM

APPLICATIONS MUST BE RECEIVED BY CLOSING DATE

WHERE: Local Only Statewide Pacific NW National

PUBLICATIONS: Ketchikan Daily News; Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

**FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
HUMAN RESOURCES AT (907) 228-5631 OR ON-LINE AT
<http://www.ktn-ak.us/jobs>**

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MECHANIC

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs a variety of skilled duties involved in performing minor and major repairs to and maintaining a variety of mechanical, hydraulic, and electronic systems on light and heavy gasoline and diesel vehicles, trucks, and equipment; inspects, diagnoses, overhauls, repairs, and adjusts engines, transmissions, and related vehicle systems and components; services and performs preventive maintenance duties on a variety of vehicles and equipment; and maintains a variety of records and reports.

The City of Ketchikan owns and operates a wide range of vehicles and equipment. The Mechanic performs a variety of journey level duties in the repair, maintenance and record keeping on vehicles and equipment. The Mechanic must perform these duties in a manner that reflects positively on the City and the Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs skilled vehicle maintenance duties involved in troubleshooting, diagnosing, repairing, and maintaining a variety of mechanical, hydraulic, and electronic systems on light and heavy gasoline and diesel power vehicles, trucks, and equipment.
2. Inspects, diagnoses, and locates mechanical difficulties on automobiles, trucks, and on a variety of maintenance and construction light and heavy equipment; determines extent of necessary repairs and estimates time and materials as needed.
3. Overhauls, repairs, and adjusts engines, transmissions, clutches, differentials, carburetors, hydraulic equipment, generators, distributors and pumps; fits and adjust bearings; installs axles and wheels.
4. Diagnoses, maintains, and repairs electrical system components, ignition systems, alternators, starters, and batteries.
5. Diagnoses and repairs front and rear drive axles, drive train components, belts, gears, and chain drives.
6. Replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
7. Keep engines tuned for efficient and dependable operation; repairs, replaces, and installs parts and components as necessary.
8. Repairs, adjusts, and replaces brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors, and hydraulic and air brakes.
9. Conducts emergency repair work on vehicles and equipment in the field; transports equipment between locations as necessary.
10. Performs routine preventative maintenance including changing oil and cleaning vehicles; performs safety inspections on all City vehicles and ensures all repairs have been completed.

11. Maintains and repairs shop equipment; cleans and maintains assigned work area; disposes of hazardous materials according to established procedures.
12. Estimate time, materials, and equipment required for jobs assigned; requisitions materials as required; maintains work, time, and material records.
13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a fleet maintenance and repair program.

Methods, materials, equipment and tools used in vehicle and public works equipment maintenance and repair.

Operation and care of internal combustion engines and their components.

Operating and repair characteristics of hydraulic systems.

Methods and techniques of performing diagnostic troubleshooting services.

Principles and methods of preventive maintenance.

Methods, materials, practices and tools of equipment repair.

Methods and techniques of welding.

Principles and procedures of record keeping.

Shop mathematics.

Occupational hazards and standard safety procedures.

Basic office procedures, methods, and equipment including computers and applicable software applications.

Ability to:

Perform a variety of mechanic work in diagnosing, troubleshooting, and repairing vehicles, equipment and components.

Inspect automotive, emergency and public works equipment to locate mechanical defects, to diagnose mechanical, electrical and hydraulic problems and to determine corrective procedures.

Perform repair work on diesel engines and hydraulic systems.

Perform a variety of welding work.

Estimate time and materials needed for work.

Accurately maintain a variety of shop and repair records and logs.

Observe safety principles and work in a safe manner.

Understand and carry out oral and written directions.

Operate office equipment including computers and supporting software applications..

Safely and effectively operate a variety of power and hand tools used in heavy and light equipment repair.

Exercise good judgment and initiative in work functions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance including specialized training in maintenance and repair of gas and diesel powered equipment..

Experience:

Two years of journey level experience performing minor and major equipment repair duties including experience in the maintenance of both diesel and gas powered equipment.

License or Certificate:

Possession of a Class A or Class B driver's license.

Possession of Automotive Service Excellence (A.S.E.) certifications are desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends. Very occasional contact with various equipment suppliers, other city departments and equipment operators.

Physical: Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 3-52

Job Position Code: 37420

Union: Yes/GGU

FLSA: Non-Exempt

Date Approved: July 31, 1990

Date Amended: February 17, 1993

Date Amended: June, 2007 (*Johnson & Associates*)

Human Resources Manager Approval

City Manager Approval