

POSITION DESCRIPTION

Class Title: Heavy Equipment Mechanic
(Job Class Code: 3062)

Department: Public Operations

Effective Date: March 7, 2007

Pay Grade:

FLSA Status: NE

GENERAL PURPOSE

Maintains, repairs and services equipment and heavy vehicles utilized by other departments for construction, sewerage maintenance, drainage operations, and emergency support.

SUPERVISION RECEIVED

Works under close supervision of the Sr. Crew Chief and indirect supervision of the Fleet Manager.

SUPERVISION EXERCISED

Serves as a temporary (stand-in) supervisor for the Vehicle Maintenance Shop when other direct supervision is unavailable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains, services, and repairs heavy-duty diesel or gasoline engines, including disassemble and reassemble.
2. Maintains heavy-duty construction machinery, including portable and stationary equipment.
3. Troubleshoots and repairs major vehicle systems including automatic transmissions, hydraulic and electrical systems.
4. Orders and maintains an inventory of repair parts.
5. Acquires repair parts and cost on equipment repair in shop.
6. Maintains a clean and safe work environment.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High school diploma or GED
2. Four (4) years experience as a heavy equipment mechanic on small and large equipment. Automotive education time may be used in conjunction with actual experience time to be eligible for employment.

Necessary Knowledge, Skills and Abilities:

1. Considerable knowledge of operation, repair and maintenance of construction equipment, heavy dump trucks, specialized equipment and stationary equipment.
2. Skill in the operation of hand, electric, pneumatic and special tools.
3. Ability to understand and follow oral or written instructions; ability to communicate effectively verbally and in writing; ability to observe proper safety precautions; ability to establish effective working relationships with other employees, supervisors and the public; ability to perform heavy manual tasks under varying weather conditions; ability to drive and operate a variety of equipment under varying conditions; ability to work from technical manuals that are equipment specific; ability to understand and adhere to safe work habits and environment requirements as outlined by OSHA.

SPECIAL REQUIREMENTS

Valid driver's license

TOOLS AND EQUIPMENT USED

Hand, pneumatic, specialty, and shop tools as required for specific tasks. The use of motorized vehicles, radio, telephone, cell phone, desktop computer, copier, calculator, and fax machine.

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____


Civil Service Personnel Director

Approval: _____


Department Director