

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Equipment Mechanic	<b>BAND/LEVEL:</b>	Tech I
<b>DEPARTMENT:</b>	Public Works	<b>JOB NO:</b>	7290
<b>DIVISION:</b>	Fleet Maintenance Division	<b>DATE:</b>	02/15/2016
<b>REPORTS TO:</b>	Supervisor, PW Fleet Maintenance	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> XX	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>COST CENTER:</b> 341

**REPLACES:** Equipment Mechanic

**DATE:** 12/16/2012

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### **JOB SUMMARY STATEMENT:**

Performs preventive maintenance work and makes repairs on City vehicles and equipment. Vehicle and equipment types may include fire apparatus, ambulance and/or other specialized equipment such as asphalt paving machines or personnel lift cranes. Diagnose and repair mechanical and electrical problems of varying complexities. Maintains and repairs various vehicle/equipment makes and models including both gas and diesel powered. Example duties include; performing engine tune-ups, repairing drive or power train components, conducting preventive maintenance inspections, fabricating minor mechanical parts and researching parts availability. Records and tracks assigned work progress through the City's electronic fleet management program. Assists in emergency operations, including snow removal.

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### **DUTIES AND RESPONSIBILITIES:**

1. Inspects and diagnoses the cause of mechanical, electrical, hydraulic and/or pneumatic system problems on a variety of diesel and gasoline powered heavy duty vehicles and construction equipment. Uses computerized diagnostic equipment to diagnose electrical and electronic component problems. Determines the extent of necessary repairs and researches parts information, if required. Gathers necessary parts and equipment/tools. Repairs or replaces worn/defective parts and tests vehicle for proper operation.
2. Conducts preventative maintenance inspections to check/test vehicles and equipment for function and safe operation. Checks lighting systems, body condition, doors, windows, front ends, bumpers, glass and mirrors, tailgates, frames, tanks, batteries, radios, instruments and gauges, fire extinguishers, heaters and air conditioners, horns, brakes, windshield wipers, springs, oil and water levels, belts, fans and water pumps, hoses radiators, clutches, and numerous other parts and operating systems for proper operation. Utilizes lifts, jacks, welding equipment, and acetylene torch in operations.
3. Performs remote field site repairs using mobile tools and equipment. Safely operates small hydraulic lifting cranes and/or vehicle lifting devices and safely secures vehicles on uneven ground prior to commencing work.
4. Uses computerized fleet management software to track equipment/vehicle maintenance and history. Inputs data including parts, hours, and mechanic notes.
5. Tunes up gasoline powered engines. Operates equipment and evaluates problems. Gathers needed tools and parts. Removes air cleaners and valve covers and adjust valves and injectors, injector control rack, governors and idles. Reassembles valve covers and air cleaners and tests vehicle.
6. Welds broken steel components on equipment such as plows, plow frames, v-boxes, frames, and hitches. Determines equipment to be repaired. Removes defective equipment and grinds and cleans work area. Welds break area and reinstalls parts or equipment.
7. Creates shop designs, fabricates, and modifies parts and equipment. Determines parts or equipment to be fabricated and draws design. Orders materials and lays out designed pattern. Welds and bolts materials and tests design.
8. Inspects, repairs, and rebuilds components in the City's specialized hydraulic systems such as pumps, motors and cylinders. Determines the extent of problems through testing and disassembling parts and equipment. Cleans and inspects parts and replaces damaged or worn parts. Reassembles and installs parts and equipment. Operates and tests systems.

9. Repairs and adjusts subassemblies such as water pumps and alternators. Checks components for defects and removes defective equipment. Repairs or replaces defective equipment and reinstalls components. Tests systems for proper operation.
10. Inspects and determines extent of electrical problems in equipment. Removes and repairs or replaces assemblies. Installs electrical devices in vehicles and equipment.
11. Inspects vehicle air brake systems for leaks, worn parts, and defective components. Rebuilds or replaces brake system components. Inspects hydraulic brake systems, including fluid levels, pedals, drums, backing plates, and linings. Repairs or replaces defective components, such as leaking lines and master cylinders. Adjusts brakes manually and bleeds air from system.
12. Inspects and repairs light equipment such as saws, water pumps, jackhammers, etc. Checks equipment for obvious defects and cleans before disassembling. Gathers tools and disassembles equipment. Obtains needed parts and reassembles to working order. Tests equipment for proper operation.
13. Replaces tires on equipment and vehicles. Checks tires periodically to ensure proper wear and tear.
14. Assists other mechanics in the performance of mechanical repairs and provides advice and guidance as requested.
15. Assists with the specifications for new equipment/vehicles to be purchased. Inspects new equipment/vehicles purchased or repairs by outside vendors.
16. Supports snow removal operations as needed. Provides maintenance and repairs to snow removal equipment. May participate as a snow plow driver.
17. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks including snow duty. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
18. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic education with technical training in the maintenance and repair of gas and diesel powered equipment, welding and hydraulics, brake systems or additional equivalent experience. Must obtain a valid CDL Class A driver's license with air brakes and tanker endorsements within six months from date of hire. Must maintain an insurable driving record. Must obtain within six months from date of hire and maintain accredited certifications to work on air brakes, automotive air conditioning and tire/wheel ends. ASE certifications in these areas are preferred.

### **EXPERIENCE:**

6 months - 1 year experience performing automotive maintenance and repair, or an equivalent level of experience.

### **SKILLS:**

1. Welding.
2. Engine repair.
3. Equipment repair.
4. Good oral and written communication skills.
5. Good listening skills.
6. Manual dexterity.
7. Ability to work independently.
8. Working knowledge of all machines and equipment in the work area.
9. Computer literacy.

**MENTAL REQUIREMENTS:**

1. Mechanical aptitude.
2. Ability to assess situation and make recommendations.
3. Ability to break down complex procedures into individual steps.
4. Ability to work in hectic environment with distractions and interruptions.
5. Ability to read and comprehend vehicle maintenance and repair manuals.
6. Alpha/numeric recognition.
7. Logical reasoning.
8. Ability to analyze safety situation.

**PHYSICAL REQUIREMENTS:**

1. Ability to drive/operate City vehicles.
2. Work in environment with high noise levels.
3. Ability to operate various tools and equipment necessary for the repair and maintenance of vehicles and machinery.
4. Mobility to inspect equipment and vehicles in the various work sites around the City.
5. Visual stamina and acuity to detect defects in parts and equipment.
6. Ability to work at heights up to 40 feet.
7. Ability to distinguish colors.
8. Ability to distinguish smells.
9. Ability to adjust to temperature changes.
10. Ability to work in cramped conditions.
11. Hand and eye coordination adequate to operate power tools and equipment safely and effectively.
12. Exposure to exhaust noises and fumes.

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS****SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

**ESSENTIAL FUNCTIONS**

ACTIVITY	DURATION	DESCRIPTION
Standing	Constant	level surface; primarily concrete surface
Walking	Frequent	level surface; primarily concrete surface
Sitting	Occasional	
Driving	Occasional	vehicles (standard and automatic transmission); forklift
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Frequent	various postures required to complete requirements
Kneeling	Up to Frequent	various postures required to complete requirements
Squatting	Up to Frequent	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	
Ladders	Occasional	4 foot & 8 foot ladder

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Absorbent material	25 lbs.	0-50 inches	variable	occasional	two hand lift
Air compressor	35 lbs.	0-55 inches	variable	occasional	two hand lift
Hub	58 lbs.	24-0 inches	variable	occasional	two hand lift
Brake Drum	112 lbs.	0-24 inches	variable	occasional	two hand lift
Miscellaneous tools	0-10 lbs.	0-60 inches	variable	frequent	one or two hand lift

*\* This is a list of observed essential functions on one date only that provides a sample range of occupational requirements; there are other items that are required to be lifted as a requirement of this position. Frequencies will be variable and dependent on type of work that is required at given time.*

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Absorbent material	25 lbs.	0-100 ft.	variable	occasional	two hand carry
Air compressor	35 lbs.	40 ft.	variable	occasional	two hand carry
Hub	58 lbs.	10 ft.	variable	occasional	two hand carry
Brake Drum	112 lbs.	10 ft.	variable	occasional	two person carry
Miscellaneous tools	0-10 lbs.	100 ft.	variable	frequent	one or two hand carry

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PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Air compressor vacuum / charger	18.5 lbs.	occasional	horizontal force; two hand push
Tire from ground level	38 lbs.	occasional	vertical force; two hand push
Torque required to utilize tools	variable	variable	one or two hand requirement

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PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Air compressor vacuum / charger	18.5 lbs.	occasional	horizontal force; two hand pull
Torque required to utilize tools	variable	variable	one or two hand requirement

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REACHING	DURATION	DESCRIPTION
Below Knee Height	frequent	type of job dependent
Below Waist Height	frequent	type of job dependent
Forward > 2 Feet	frequent	type of job dependent
Above Shoulder Height	frequent	type of job dependent
Lateral Reach	frequent	type of job dependent

*Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job dependent
Pinching	frequent	type of job dependent
Wrist Flexion & Extension	frequent	type of job dependent
Wrist Lateral Deviations	frequent	type of job dependent
Pronation & Supination	frequent	type of job dependent

*Duration is rated on highest observed required level of performance; certain requirements may be at a lesser level.*

**Proprioception Requirements:** Mechanics are required to be able to identify / assemble / disassemble items (nuts, bolts, washers, etc.) with bilateral hands / fingers without having a direct line of site to the item.