

# CHARTER TOWNSHIP OF GRAND BLANC

## JOB DESCRIPTION

JOB TITLE: Mechanic

DEPARTMENT: DPW (100% DPW Fund)

FLSA STATUS: Hourly, non-exempt

PAY RANGE: AFSCME Chapter V Wage Rates

UNION MEMBERSHIP: AFSCME Chapter V

DESCRIPTION:

### I. Overview

Under supervision from the Head Mechanic, participates in the more complex and difficult work of staff responsible for maintaining and repairing Township vehicles and equipment; maintains and repairs gasoline, diesel powered, compressed natural gas (CNG), and electric automotive, heavy and light construction, and other power-driven equipment; and to perform a variety of technical tasks relative to assigned areas of responsibility. Oversees the work performed by Assistant Mechanic.

### II. Qualifications

Minimum Qualifications:

- 5 years of experience as a certified mechanic or assistant mechanic.
- High School diploma or GED.
- Valid Driver's License.
- State of Michigan certifications in areas of work performed.
- Valid Commercial Driver's License – Class B,N, and Air Brakes.
- **Knowledge of:**
  - **Methods, materials, equipment, and tools used in vehicle and equipment maintenance and repair.**
  - **Various mechanical systems of gasoline and diesel engines.**
  - **Various electrical systems of gasoline and diesel engines.**
  - **Standard practices, equipment and tools of the automotive and equipment mechanical trade.**
  - **Principles and practices of gasoline and diesel engine repair and maintenance.**
  - **Methods and techniques of welding and fabrication.**
  - **Operating and repair characteristics of hydraulic systems.**

- **Principles and practices of fire truck pump and valve repair and maintenance.**
- **Basic principles of record keeping.**
- **Shop mathematics.**
- **Occupational hazards and standard safety procedures.**

**Ability to:**

- **Perform a variety of duties 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 a variety of welding work.**
- **Estimate time and materials needed for work.**
- **Maintain a variety of shop and repair records and logs.**
- **Use various hand and power driven shop tools.**
- **Prepare and maintain clear and accurate reports.**
- **Understand and follow oral and written instructions.**
- **Communicate clearly and concisely, both orally and in writing.**
- **Establish and maintain effective working relationships with those contacted in the course of work.**

**Desired Qualifications:**

- ASE national certification – Auto and Heavy Duty Truck

**III. Duties**

- Oversees and inspects work performed by Assistant Mechanic.
- Perform duties of Assistant Mechanic as required.
- Perform the most difficult and complex skilled mechanic duties involving repairs to gasoline, diesel powered, compressed natural gas (CNG), and electric automotive, transit, heavy and light construction, and other power-driven equipment.
- Inspect, diagnose and locate mechanical difficulties on Township vehicles and equipment.
- Diagnose, maintain and repair electrical system components, ignition systems, computers, alternators, high voltage power generators, starters and batteries.
- Diagnose, maintain, repair and recondition hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears and chain drives.
- Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment.

- Tune-up engines by replacing ignition parts and reconditioning and adjusting carburetors, throttle body and port fuel injection systems and propane fuel systems; repair and maintain emission control systems.
- Repair, adjust and replace brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors and hydraulic and air brakes.
- Inspect tire and wheel assemblies mounted on all vehicles and equipment; determine the repair ability of wheels, tires and tubes; repair, remount, and balance tires on all vehicles and equipment.
- Perform safety inspections on all vehicles and ensure all repairs have been completed before vehicle is released from garage.
- Clean shop and properly dispose of discarded mechanical parts and materials; recycle appropriate shop by-products including oil, antifreeze, and oil/fuel filters.
- Schedule and perform routine preventative maintenance of vehicles and equipment or supervise performance of same by others.
- Commitment to continued education and training.
- Perform related duties as required.