Position Title: Mechanic
Closing Date: February 28, 2020
Department: Department of Public Service (DPS)
Reports to: Director of Public Services and Assistant Director
Position Type: Full Time – Union
Compensation: $18.85-$24.51 per hour – Includes Benefit Package

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Perform duties involving repairs to gasoline, diesel powered, and electric automotive, transit, heavy and light construction, and other power-driven equipment.
2. Inspect, diagnose and locate mechanical difficulties on City vehicles and equipment.
3. Diagnose, maintain, and repair electrical system components, ignition systems, vehicle computers, alternators, high voltage power generators, starters and batteries.
4. Diagnose, maintain, repair and recondition hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears and chain drives.
5. Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
6. Tune-up engines by replacing ignition parts and reconditioning and readjusting carburetors, throttle body and port fuel inject systems, and repair and maintain emission control systems.
7. Repair, adjust, and replace brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors and hydraulic and air brakes.
8. Inspect tire and wheel assemblies mounted on all vehicles and equipment; determine the repair abilities of wheels, tires and tubes; repair, remount, and balance tires on all vehicles and equipment.
9. Perform safety inspections on all vehicles and ensure all repairs have been completed before vehicle is released from garage.
10. Clean shop and properly dispose of discarded mechanical parts and materials; recycle appropriate shop by-products including oil, antifreeze, and oil/fuel filters.
11. Schedule and perform routine preventative maintenance of vehicles and equipment or supervise performance of same by others.
12. Commitment to continued education and training.
13. Perform related duties as required.
Required Knowledge, Skills, Abilities, and Minimum Qualifications:
The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A high school diploma or equivalent is required.
- 5 years of training or experience as a certified mechanic or assistant mechanic (preferred).
- Valid Commercial Driver’s License – Class B with Air Brakes and the ability to get a tanker endorsement.
- A minimum of Auto/Light Truck certification in brakes, engine repair and electrical.

Knowledge of:
- Methods, materials, equipment, and tools used in vehicle and equipment maintenance and repair.
- Various mechanical and electrical systems of gasoline and diesel engines.
- 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.

Physical Demands and Work Environment:
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is occasionally required to travel to various locations within the City and work outside the office at field sites, including visiting construction and other works in progress. This may require the employee to visit sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals, or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina, and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, and moving mechanical parts. The noise level in the work may be loud in field situations.
2. Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:
   - **Heavy work**: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

3. Type of Physical Demands usually associated with the essential functions of this classification:
   - **Reaching**: Extending hand(s) and arm(s) in any direction.
   - **Handling**: Seizing, holding, grasping, turning, or otherwise working with hands. Fingers are involved only to the extent that they are an extension of the hand.
   - **Fingering**: Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
   - **Near Acuity**: Clarity of vision at 20 inches or less. This factor is important when special and minute accuracy is demanded and defective near acuity would adversely affect job performance and/or safety of self or others.
   - **Far Acuity**: Clarity of vision at 20 inches or more. This factor is important when visual efficiency in terms of far acuity is required and when defective far acuity would adversely affect job performance and/or safety of self and others.
   - **Depth Perception**: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are. This factor is important when depth perception is required for successful job performance and/or for reasons of safety to oneself and others.
   - **Field of Vision**: Observing an area that can be seen up and down or to right and left while eyes are fixed in a given point. This factor is important when job performance requires seeing a large area while keeping the eyes fixed.

4. Environmental Conditions (Physical Surroundings) usually associated with this classification:
   - **Exposure to weather**: Exposure to hot, cold, wet, humid, or windy conditions, caused by the weather. This factor is important when exposure to weather results in marked bodily discomfort.

5. Environmental Conditions (Hazards) usually associated with this classification:
   - **Proximity to moving, mechanical parts, traffic**: Exposure to electrical shock.

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**TO APPLY: Submit a City of Flat Rock employment application to:**

**Hand deliver or mail to:**
City of Flat Rock  
Meaghan K. Bachman, City Clerk  
25500 Gibraltar Road  
Flat Rock, Michigan 48134

**Email to:** clerk@flatrockmi.org

City of Flat Rock Employment Applications are available online at [www.flatrockmi.org](http://www.flatrockmi.org) or from the City of Flat Rock Clerk’s Office, 25500 Gibraltar Road, Flat Rock, MI 48134