



City of Raytown
10000 East 59th Street
Raytown, MO 64133-3993
Phone: 816-737-6000 Fax: 816-737-6097

Position Announcement

Mechanic

Department: Public Works Posted: Rev Nov 2016
Grade/Status: Non-Exempt Salary: 14.3606/hr-20.8233/hr.

Job Description: See Attached

Required Knowledge, Skills and Abilities: Ability to diagnose, repair and maintain electrical and mechanical equipment/vehicles.

Special Requirements: Possession of or ability to obtain an appropriate, valid Missouri Commercial driver's license. High school diploma or equivalent with additional specialized training in automotive/mechanical repair. One-two years experience in automotive/truck or construction equipment repair.

ADA Requirements: Physical Requirements: Tasks involve sitting, standing or walking extended periods of time; frequent lifting and carrying moderately heavy (20-50 pound) items; occasional heavy lifting (100 lbs); frequent crouching, stooping, squatting, crawling, reaching, pushing, and pulling. Must be able to operate assigned equipment and vehicles.

Environmental Requirements: Tasks require frequent exposure to fumes, odors, gasoline, solvents, and other liquids; exposure to inclement weather; includes noise and work with moving objects and vehicles.

Sensory Requirements: Tasks require sound, depth, texture, visual and oral perception and discrimination.

Schedule: Generally 7:00 a.m. – 4:00 p.m.

Benefits: Full-time position—eligible for City's benefit package

Application Process: Send application and resume to: Raytown City Hall, ATTN: HR.
Fax: 816/737-6097. Email: hr@raytown.mo.us.

Closing Date: Open until filled.

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. Reasonable accommodation(s) if needed may be made to empower individuals with disabilities to undertake the essential functions of the position, in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.



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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.

DEFINITION

To diagnose and perform all types of maintenance and repair on City mechanical/motorized equipment, including police vehicles and ambulances, lawn and garden equipment, and others; to perform a variety of skilled and semi-skilled automotive and equipment repairs involving automobiles, trucks, and some heavy equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory personnel in the Public Works Department.

Exercises no supervision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Maintain, inspect, repair and replace worn or broken equipment, vehicle, and truck parts; perform regular preventative maintenance tasks; perform diagnostic tests as appropriate; provide mechanical knowledge in the repair of trucks and related construction and safety equipment.
2. Perform repair work to gasoline or diesel engine systems; repair, adjust, and rebuild hydraulic systems, transmissions, and other systems; work on electrical and lighting systems.
3. Install and repair secondary equipment mounted upon trucks and trailers.
4. Modify and install emergency lighting systems and special equipment for police and EMS vehicles.
5. Weld, fabricate and assemble parts and equipment of city automotive, truck, and heavy equipment; fabricate, modify and repair body and chassis parts; weld, braze, solder, and cut steel, stainless steel, and aluminum by torch and welder.
6. Repair, adjust, and replace brake systems including wheel cylinders, hydraulic brakes, and air brakes.



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7. Perform preventative maintenance on equipment including lubricating and replacing worn parts.
8. Complete paperwork necessary for recording all repairs and service history of vehicles.
9. Drive all types of City vehicles as needed for testing, field service, or deliveries.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Repair principles, practices, and techniques for automobiles, trucks, and heavy equipment.
Operational characteristics of various equipment and tools used in the overhaul, repair, and adjustment of gas and diesel powered equipment.
Procedures of preventative maintenance related to automotive and heavy and light truck and construction equipment.
Principles and procedures of hydraulic systems.
Methods, materials, equipment and tools used in routine welding and fabrication work.
Various diesel and gasoline engines.
Operating procedures of machine shop equipment.
Tools and fluids used in mechanical repair and servicing of vehicles and equipment.
Methods and techniques for lubricating automobile and equipment parts.
Occupational hazards and standard safety practices necessary in the area of work assigned.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Diagnose, repair, and maintain electrical and mechanical equipment/vehicles.
Follow both written and oral instructions.
Drive city vehicles, trucks, and other equipment.
Maintain a variety of shop and repair records.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *monitoring assigned activities and operations*
- *operating assigned equipment.*



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Maintain mental capacity which permits:

- *making sound decisions and using good judgement*
- *prioritizing work activities*
- *demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing or sitting for extended periods of time*
- *lifting or carrying moderate to heavy objects (up to or exceeding 100 lbs)*
- *operating assigned equipment.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One to two years experience in automotive/truck or construction equipment repair.

Training:

Equivalent to the completion of the twelfth grade with additional specialized training in automotive/mechanical repair.

License or Certification

Possession of, or ability to obtain, a valid Missouri commercial driver's license.

WORKING CONDITIONS

Environmental Conditions:

Repair and maintenance shop environment; exposure to fumes, odors, gasoline, solvents, cleaners, oils, and other related liquids; exposure to inclement weather when conducting field repairs; environment includes noise and work with moving objects and vehicles.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, or walking extended periods of time; light to heavy lifting and carrying; frequent crouching, stooping, squatting, crawling, reaching, pushing, and pulling; adequate vision, hearing, and speech required; must be able to operate assigned equipment and vehicles.