

**CITY OF GROSSE POINTE
JOB DESCRIPTION**

MECHANIC

Position Summary: Under the supervision of the Public Service Supervisor, completes routine preventive and specialized maintenance and repairs to the city's fleet of vehicles and light and heavy equipment. Assists with and performs the duties of other departmental classifications as operational needs demand.

Reports to: Public Service Supervisor

Supervises: No supervisory responsibility

Department Functions:

The Department of Public Services encompasses staff and operations associated with a broad range of functions including streets and sidewalks, storm and sanitary sewers, water distribution, downtown and other city parking lots and meters, traffic signals and markings, parks and boulevards, forestry, building and facility maintenance including a marina and municipal pool, residential and commercial refuse collection, code enforcement, building inspections and a certificate of occupancy program. Employees may be assigned to a particular division wherein their personal training, interests and expertise can be best utilized. However, all Public Services staff is expected to view the department as its whole, and contribute in any way that operational needs demand, for the good of that whole. Given that, an employee working within this job classification can typically expect to perform some or all of the following essential job functions but is expected to be prepared to perform the duties of other departmental classifications as operational needs demand:

ESSENTIAL JOB FUNCTIONS:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. **Maintenance Schedules:** Develops and implements regular preventive maintenance schedules for the city's fleet and light and heavy equipment, tools and machinery.
2. **Replacement Schedules:** Inspects vehicles and equipment and makes recommendations on appropriate replacement schedules.
3. **Vehicle & Equipment Records:** Establishes and maintains complete maintenance and repair records for each city vehicle and piece of equipment to accurately document the work performed.
4. **Routine Preventive Maintenance:** Performs routine preventive maintenance on a full range of public works equipment, vehicles, tools and machinery, ensuring compliance with warranty requirements

5. Mechanical Repairs: Completes standard and complex repair work on the city's vehicles and equipment, ensuring compliance with warranty requirements. Coordinates repairs with external service providers as needed.
6. Fabrication: Fabricates and modifies equipment to meet public works department needs.
7. Bodywork: Performs bodywork on a full range of vehicles and equipment. Coordinates repairs with external service providers as needed.
8. Parts & Inventory: Monitors department inventories, orders parts and maintains an adequate stock of supplies. Observes established purchasing procedures, takes delivery or picks up supplies from distributors as needed. Completes and tracks related paperwork.
9. Driver/Equipment Operator: Performs the duties of other classifications within the department and operates all related vehicles, light and heavy equipment as operational needs demand.
10. Seasonal Projects: Assists with winter storm team duties, leaf pick up and other seasonal projects as operational needs demand.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- High school diploma or GED equivalent is required and additional vocational training or technical education in mechanics is preferred.
- Mechanics license with certification(s) appropriate to the city's fleet is preferred.
- Five or more years of experience in mechanical maintenance and repair or a related field, or the equivalent education and experience.
- A valid State of Michigan Commercial Driver's License with endorsements appropriate to the city's fleet, a satisfactory driving record, and the ability to maintain one throughout employment.
- Mechanical aptitude and knowledge of techniques and methods applied in automotive, engine and general equipment maintenance and repair.
- Knowledge of the safety policies and practices associated with public services operations.

- Skill in the maintenance and repair of public works vehicles and light and heavy equipment.
- Skill in the operation of all assigned vehicles and light and heavy equipment.
- Skill in addressing customer complaints with professionalism, tact and diplomacy.
- Ability to respond to emergencies after hours and work a schedule that may include evenings, weekends and holidays as operational/seasonal needs demand.
- Ability to work constructively and interact professionally with others.

Physical Requirements and Work Environment:

The physical demands and work environment 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 job.

An employee in this position spends the majority of their time in a public works garage performing vehicle and equipment repairs which typically involves moderate physical activity and exertion, including heavy lifting. An employee in this position is also expected to regularly participate in the duties of other department classifications which can involve working in the field at various project sites and participating in heavy physical labor. This field work may include work sites with treacherous terrain, fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites and public works maintenance activities.

An employee in this position must have the upper body strength and physical stamina required to walk for extended periods behind a truck and operate leaf pick-up equipment seasonally. Heavy physical labor is performed in every type of weather condition, including extremely adverse weather conditions, extreme heat and severe cold weather. This position occasionally must work within the confined space of an excavated site or trench, and is required to have the vision capabilities and manual dexterity needed to operate all assigned vehicles and heavy equipment.