

CITY OF KALISPELL
JOB DESCRIPTION
An Equal Opportunity Employer

Class Title: **Central Garage Mechanic**
Department: Public Works
Division: Central Garage
Union: AFSCME
Salary: \$18.92
FLSA Status: Non-Exempt
Date: September 8, 2017

A. GENERAL PURPOSE:

Performs semi-skilled, skilled, administrative work duties in maintaining the vehicles and mechanical equipment of the City of Kalispell.

B. SUPERVISION RECEIVED:

Works under the supervision of the Central Garage Supervisor.

C. SUPERVISION EXERCISED:

None.

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Note: *The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

It is expected that every employee should be on time, fully prepared, every day that the employee is scheduled to work. We expect every employee to strive for perfect attendance.

General Maintenance and repair (90%)

- i. Ensures the maintenance directions and procedures determined by the Central Garage Supervisor faithfully, efficiently and safely carried out.
- ii. Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- iii. Tests, services and repairs vehicles and mechanical equipment.
- iv. Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- v. Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- vi. Cuts and welds metal and performs body repair, touch up and related work. Fabricates tools and parts as needed.
- vii. Changes and repairs tires and tubes.
- viii. Changes oil, filters and lubes vehicles as necessary.
- ix. Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.
- x. Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

- xi. Provides emergency field assistance to disabled equipment as needed and appropriate.

Administrative (5 - 8%)

- i. Working with the Central Garage Supervisor; prioritizes work/work orders to ensure vehicles and equipment repairs and maintenance are performed in organized fashion based on the needs of respective departments.
- ii. Prepares a variety of records as required relating to inspections, maintenance activity and repairs, etc. to the city's vehicle fleet.
- iii. Assists Central Garage Supervisor in purchases of equipment, parts, and supplies used for vehicle and mechanical system maintenance by purchase order.

E. PERIPHERAL DUTIES: (2- 5%)

May serve as a member of various employee committees.

F. MINIMUM QUALIFICATIONS:

Education and Experience:

- i. Graduation from high school diploma or GED equivalent plus considerable specialized training in mechanics, maintenance management, or a closely related field.
- ii. Five (5) years of related experience in a commercial fleet shop setting.
- iii. Any equivalent combination of education and experience.
- iv. Journeyman mechanic.
- v. ASE Certified or equivalent experience.

Necessary Knowledge, Skills and Abilities:

- i. Thorough knowledge of automotive mechanics;
- ii. Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment;
- iii. Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities;
- iv. Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- v. Skilled in operation of listed tools and equipment.
- vi. Ability to establish and maintain effective preventive maintenance programs, policies and procedures;
- vii. Ability to maintain effective accounting procedures;
- viii. Ability to carry out assigned projects to their completion;
- ix. Ability to communicate effectively verbally and in writing;
- x. Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

G. SPECIAL REQUIREMENTS:

Valid Montana Commercial Drivers License or the ability to acquire one upon hire. Must also possess general tools for position.

H. TOOLS AND EQUIPMENT USED:

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio.

I. PHYSICAL DEMANDS:

- i. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ii. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- iii. The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

J. WORK ENVIRONMENT:

- i. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ii. While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.
- iii. The noise level in the work environment is moderately noisy.

K. SELECTION GUIDELINES:

- i. Formal application analyzed, rating of education and experience; oral interview and reference check; other job related tests may be required.
- ii. 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.
- iii. Kalispell is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current

employees to discuss potential accommodations with the employer.

- iv. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POSTED: September 12, 2017

CLOSES: Open until filled with preference given to those who apply by September 25.

NOTICE!

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.

A CITY APPLICATION CAN BE OBTAINED FROM:

- **THE HUMAN RESOURCES DEPARTMENT WITH THE CITY OF KALISPELL, 201 1ST AVENUE EAST, KALISPELL, MONTANA, PHONE: (406)758-7757 OR**
- **THE KALISPELL JOB SERVICE, 427 1ST AVENUE EAST, KALISPELL, MONTANA. PHONE (406)758-6200 OR**
- **ONLINE AT THE CITY OF KALISPELL'S WEBSITE AT: WWW.KALISPELL.COM .**

Approval: _____ Date: _____
Department Head/Supervisor

Approved: _____ Date: _____
Human Resources Director

Approval: _____ Date: _____
City Manager/Hiring Authority

Revised: September 8, 2017