



TITLE: Mechanic

STATUS OF EMPLOYMENT: Full-time Year Round

SALARY CLASSIFICATION: Hourly - Grade 16

BENEFITS: Hourly Employee Benefit Package

GENERAL STATEMENT OF DUTIES:

To provide skilled mechanical and electrical work required for the maintenance and repair of park district's fleet and equipment. Duties are diversified, and require an extensive knowledge of mechanical/electrical repair procedures, and the use of judgment when analyzing facts and diagnosing problems. Required to maintain work orders and service records, communicates with park staff and vendors, maintain and order supplies, train employees and ensures compliance with rules and regulations, while maintaining a team environment.

SUPERVISION RECEIVED:

Reports directly to the Operations Service Manager, or as assigned, to the Lead Mechanic, or other designated supervisor.

SUPERVISION EXERCISED:

May be called upon to provide work direction to technicians and seasonal maintenance employees.

DUTIES AND RESPONSIBILITIES:

Essential Functions:

1. Performs inspections of vehicles and equipment.
2. Operates park maintenance and automotive equipment, welding equipment, tire changing equipment, pneumatic, and misc. shop equipment.
3. Assists in repair, maintenance and other tasks involved in completing work orders.
4. Maintains service schedules.
5. Train, coach, mentor and monitor technicians to assure performance.
6. Maintains tools and equipment in proper working order.
7. Completes repair and maintenance records reflecting work performed, parts used, problems encountered, labor costs, and other required information. Submit requisitions for all needed supplies to perform duties.
8. Performs scheduled mechanical maintenance to vehicles and equipment. Changes oil, replaces belts, lubricates moving parts, rotates tires, changes filters and hoses, checks fluid levels, tunes engines, repair brakes, clutches, installs needed parts etc.
9. Road test vehicles to substantiate repairs. Responds to emergency road calls to perform on-site repairs.

10. Diagnoses malfunctions and determines proper repair methods within standard practice. Operates testing equipment to help locate source of engine failure and to validate repairs.
11. Makes skilled mechanical repairs to gasoline and diesel engines in automobiles, trucks, mowers, utility vehicles, tractors, and other equipment.
12. Replaces mechanical parts, overhauls engines, repair transmissions, installs water pumps, adjusts carburetors, and performs other repairs to maintain proper operating condition.
13. Rewires ignition systems, lights, instrument panels, and performs other electrical system repairs.
14. Assembles new vehicles and equipment to Metro Parks standards (attach lights, logos, safety equipment, etc.) and disassembles vehicles to be removed from fleet.
15. Performs metal design and fabrication using plasma cutters, welders, etc.
16. May be assigned to solicit quotes for parts, materials & services.
17. Makes purchases and coordinates services, working within established budget and purchasing guidelines.
18. Carries out duties and responsibilities in safe and efficient manner to maintain safe work environment and surrounding area. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action, and promptly notifying supervisory personnel. Participates in the safety and risk management programs of the Park District.
19. Building and facility maintenance cleaning work areas and performing repairs to maintain a safe and efficient work environment.
20. Sweep floors, clear work benches, cleaning oil and grease spills, return tools and equipment to designated locations, etc.
21. Notifies supervisor of key issues promptly and advised of work that needs to be done and progress of assigned jobs.

Other functions:

1. Performs all of the duties of a Park Technician II, as needed.
2. Flexible schedule. May be required to work evenings, weekends and holidays as needed.
3. Continue toward self-improvement by participating in ongoing training, seminar/conference and related coursework.
4. Train and instruct technicians on equipment and vehicle maintenance and repairs.
5. Performs related duties as apparent or assigned.

QUALIFICATIONS:

1. Education:
 - High School Graduate or GED required. Automotive or mechanic course work typically acquired through formal training at the college or trade school level.
2. Experience:
 - Minimum of three (3) years' experience in the automotive mechanic field, or related trade.
 - Knowledge of the operation of dump trucks with air brakes and with or without trailers preferred.
3. Knowledge and abilities:
 - Demonstrated ability to exhibit leadership consistent with teamwork approach.
 - Demonstrated organizational and leadership skills to create and maintain a team environment

- Ability to make timely and effective decisions.
- Demonstrated thorough understanding and knowledge of automotive and equipment repairs.
- Ability to communicate effectively orally and in writing.
- Ability to translate industry terminology into straightforward terms for explanatory and training purposes.
- Ability to work with individuals of various skill levels, from professional to unskilled.
- Demonstrated initiative and creativity.
- Ability to implement district's maintenance standards and operating procedures.
- Ability to resolve conflict, internally and with vendors.
- Demonstrated emotional intelligence to include: demonstrated self-awareness and accurate self-assessment, demonstrated sensitivity and empathy, demonstrated positive attitude, demonstrated openness, reliability, trust and consistency.
- Basic computer skills: ability to learn and operate various software programs such as Microsoft Word and Excel.

4. Licenses/ certifications

- State of Ohio Commercial Driver's License, Class A required, or ability to obtain within six months, with driving record in compliance with Park District's policies.
- Obtain and maintain ASE certifications in at least 2 categories within 1 year of employment. ASE T4 Brakes and ASE T5 Suspension & Steering required.
- First Aid and CPR certification required within first year of employment.

Essential Physical Demands and Working Environment

While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl. The employee may be exposed to high, precarious places. The employee must regularly lift and/or move up to 50 pounds and may occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; extreme outside weather conditions including temperature, humid and wet; fumes or airborne particles; and confined spaces. The noise level of the working environment may often be loud.

CONDITIONS OF CONTINUED EMPLOYMENT:

Must successfully complete a 180 day probationary period. Promoted employees must successfully complete a probationary period per the collective bargaining agreement.