



CITY OF BENTON

Mechanic Technician

Job Description

Job Title: Mechanic Technician

Classification: Non-Exempt

EEO Category: Full-time

Department: Streets & Drainage

Reports to: Streets & Drainage Asst Director

Pay Grade: \$42,161.60 - \$55,140.80 or
\$20.27 – 26.51 per hour

SUMMARY

The Mechanic Technician assists the Streets & Drainage department Mechanic to perform work of considerable difficulty in the repair and maintenance of vehicle and equipment. Position is deemed essential personnel and safety sensitive.

ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Performs inspection of equipment before, during and after operation to ensure equipment is safe to operate.
- Assists lead mechanic while performing general maintenance on equipment to keep batteries charged, tires aired, and hydraulics maintained and checked for leaks.
- Assists lead mechanic while making repairs and maintaining standard brakes, air brakes, electrical wiring, and electric controls of vehicles and equipment.
- Assists lead mechanic in performing small engine and equipment repair on equipment such as chainsaws, weed eaters, lawn mowers and air conditioners.
- Assists lead mechanic while analyzing breakdowns and malfunctions, and reports problems and solution to department head.
- Assists in cleaning and maintenance of grounds, buildings, and tools.
- Inspects equipment visually for missing or worn bolts, nuts, belts, and bearings.
- Makes temporary repairs, as necessary, in order to finish a job until main repair can be made.
- Establishes schedules for preventive maintenance based on equipment type, usage, and maintenance requirements.
- Answers phone and take messages.
- Unloads freight as needed.
- Orders and picks up parts.
- Assists lead mechanic with other duties as assigned.
- May be required to work outside of normal business hours, including nights, weekends, and/or holidays as needed by the department.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

ENVIRONMENT & PHYSICAL ACTIVITY

The noise level in the work environment is usually loud. The employee frequently works outside in adverse weather conditions, and in an office environment with exposure to fumes, dust, toxic, or caustic chemicals and near moving mechanical parts.

The position involves speaking, listening, lifting, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling, and reaching.

The incumbent for this position may operate any or all the following: telephone, copy and fax machines, scanner and image systems, computer terminal, personal computer, printers, or other equipment as directed.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb, or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 80 pounds. Specific vision abilities required by this job include close vision, and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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.

MENTAL DEMANDS

The incumbent must be able to perform detailed work; have extensive knowledge of maintenance and repair of gasoline and/or diesel motorized equipment. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it requires the operation of a motor vehicle on a routine basis. Performing this job in a professional manner always requires alertness. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

MINIMUM REQUIREMENT & COMPETENCIES

Experience, knowledge, and training typically resulting from a combination of education or years of experience in street construction or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

Basic Qualifications:

- High school diploma, or equivalent
- Valid Driver's License required, Class A preferred.
- Two (2) years heavy equipment related work experience, required.
- Associate's Degree in Automotive & Diesel Technology, preferred.
- ABS Brake Training and Air Condition Training (NAPA), preferred.
- ASE Master Technician Certification, preferred.

Knowledge

- Knowledge of maintenance and repair of gasoline & diesel motorized equipment.
- Knowledge of safety procedures related to the equipment being operated.

Skills

- Skill in operation of City equipment and vehicles to perform essential functions.
- High attention to detail and accuracy.
- Strong sense of ownership and initiative, collaborative, and flexible attitude.

Abilities

- Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc. always.
- Ability to analyze malfunctions and making difficult repairs.
- Ability to use a cutting torch and welder.
- Ability to read and understand service manuals.

ACKNOWLEDGEMENT

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of an employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: _____

Employee Signature: _____

Date: _____

