

Motors Mechanic
Department of Public Works/Bureau of Motors

Class Title: Motors Mechanic – Truck and Heavy Equipment
Department of Public Works/Bureau of Motors

Class Definition: Working under the general direction of the Director of Public Works and the garage supervisor, the incumbent is primarily responsible for planning and executing complex heavy truck & equipment repairs and maintenance but will also work on light-duty trucks and passenger vehicles.

Distinguishing Features of Work: Work involves the performance of maintenance and repair of all City vehicles and equipment. Maintenance work is both preventive and corrective in nature. The incumbent works independently and as part of a group under the general supervision of the Bureau Supervisor and Departmental Director. Work is subject to inspection while in progress and also upon completion. The work involves the performance of a variety of routine and complex administrative, skilled, and technical work in operating, maintaining, and repairing vehicles and motorized equipment used throughout the City. Repairs and maintenance are performed in accordance with industry-accepted mechanical standards and in compliance with federal and state regulations. Safety of vehicles and equipment is paramount

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all inclusive or exclusive. 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.) This 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.

Plans, carries out and evaluates preventive maintenance schedules for all trucks, construction equipment, passenger vehicles and other ancillary equipment. Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools. Tests, services and repairs vehicles and mechanical equipment. Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work. Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems. Cuts and welds metal and performs body repair, touch up and related work. Changes and repairs tires and tubes. Evaluates status of mechanical equipment and vehicles and performs or schedules needed repairs. Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair, or replacement. Adheres to shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems. Advises supervisor of the necessity to purchase equipment, parts, and supplies used for vehicle and mechanical system maintenance. Provides emergency field assistance to disabled equipment as needed and appropriate. Assists in the preparation of bid specifications for vehicles and mechanical equipment. Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures. Maintains records of maintenance performed, parts replaced, repairs made, and other specialized maintenance records of equipment

and mechanical equipment. Operates specific types of City equipment such as front-end loaders, backhoes, small and large trucks, and fork lifts.

Tools and Equipment Used: Motorized vehicles for mechanical testing and diagnostic 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.

Physical Demands: 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.

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. 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.

Work Environment: 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. 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, fumes, toxic or caustic chemicals. The noise level in the work environment is moderately noisy.

Necessary Knowledge, Skills, and Abilities: Extensive and thorough knowledge of gas and diesel engine repairs and overall automotive mechanics; thorough knowledge of the occupational hazards and safety precautions of the trade; considerable knowledge of transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment; working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; working knowledge of the practices, methods, materials and tools used in modern equipment maintenance. Skill in the operation of all tools and equipment required to maintain the municipal fleet, particularly heavy trucks and equipment. Ability to establish and maintain effective preventive maintenance programs, policies and procedures; Ability to maintain effective accounting procedures; Ability to effectively instruct subordinates in the proper methods, procedures and safety precautions involved in vehicle and equipment repair. Ability to direct jobs safely, efficiently, and economically. Ability to estimate the need for, and to requisition tools, equipment and materials. Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public. Extensive knowledge of modern repair techniques and troubleshooting methods for passenger vehicles and commercial trucks and heavy equipment

Qualifications Required for Appointment: Valid State Driver's with CDL-B endorsement and Valid PA inspection and emissions. Valid PA inspections and emissions licenses. Graduation from high school or GED equivalent plus significant specialized training in automotive mechanics and maintenance. Significant knowledge and experience repairing and maintaining heavy trucks and equipment is mandatory. At least seven (7) consecutive years of full-time employment experience in diesel engine repair with a focus on heavy trucks and equipment. Ten years of total full-time experience repairing vehicles and equipment is strongly preferred. Candidate shall have been employed as a heavy truck/diesel mechanic within a period of one year prior to the advertisement of this position and educational achievements such as ASE or manufacturer certifications are preferred. Ability to obtain certifications within eighteen (18) months of employment in this position such as Ford, John Deere, International, GM, or ASE as determined by the Director of Public Works and/or the Motors Supervisor. Willingness to attend training classes including as determined to be appropriate by the Director of Public Works and/or Motors Supervisor. Must be available to work overtime when necessary, respond to emergency call-outs, and be on-call in case of emergencies.

Work Schedule: Per established departmental policy.

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