

CITY OF HELENA



Position Title: Mechanic/Welder

Department: PW/Shop

Position #: 3601

Grade: 136

EEO Category: (08) Service Maintenance

FLSA: Non-exempt

EEO Function: (15) Other

Work Comp Code: 9410

DEFINITION

Performs as a skilled Mechanic and Welder in servicing, repairing, rebuilding, manufacturing, system designing, fabricating specialized parts, diagnosing, and troubleshooting of special equipment and motorized vehicles. This is a skilled mechanical position of the journeyman level. Performs a variety of routine and highly technical skills associated with the maintenance and repair of gasoline and diesel vehicles, machinery and equipment. Start, drive, or operate equipment or devices to test performances and, troubleshoot/diagnose, detect and isolate causes of equipment failures and make required repairs. Types of equipment involved are parks maintenance mowers and lift trucks, solid waste refuse trucks, sewer cleaning equipment, snow removal equipment, street sweepers, fire apparatus and police protection, fleet cars and pickups, and includes all facets of heavy equipment used in street, water and sewer maintenance.

SUPERVISION RECEIVED

Supervised by the Street, Traffic & Fleet Services Superintendent.

SUPERVISION EXERCISED

None.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs routine and complex journeyman level diagnostics, repairs and maintenance on all aspects of city vehicles and motorized and non-motorized equipment, ranging from, but not limited to, light vehicles, fire apparatus and police emergency vehicles, streets, water, and sewer heavy duty trucks and equipment, all solid waste units and equipment and a wide variety of specialty plows, and large lawn care mowers.

Determines the extent of all equipment repairs and level of action to be taken (repair or replacement) for safe and proper operability, to maintain cost effectiveness, and maximize serviceable life of equipment and components.

Performs preventive and scheduled maintenance. Maintains and repairs complex hydraulic systems, (electric over hydraulic and electric over air). Must stay abreast of technology changes and design/repair practices relative to City fleet vehicles and equipment. Must understand correct operation of hydraulic systems and be able to follow troubleshooting tables and test points to isolate failures. Must be able to diagnose and repair on-board computer problems, downloading stored fault codes, programming, testing feedback and control circuits with laptop computers and diagnostic software, VOM meters, etc. Must follow technical drawings, shop manuals, or other technical sources and communicate effectively with other technicians or specialists.

Skill in performing gas and arc-welding associated with the design, fabrication and installation of special or modified parts and equipment.

Diagnoses and repairs electrical control systems, with the ability to interpret and comprehend electrical schematics with the use of scan tools, reference books and online diagnostic programs.

Important & Essential Duties cont.:

Maintains shop in a clean and orderly condition. Evaluates equipment performance on an ongoing basis and proposes changes or modifications in order to better meet department needs. Continually monitors shop operations for unsafe working conditions or practices. Determines need and recommends updated safety equipment to administration, utilizing proper usage.

Willingness to be on-call on a rotating basis. Subject to call out at any time to respond to emergencies or to meet repair demands on the road, in all weather conditions. Must be able to respond to emergency situations and demands, calmly and efficiently.

Thorough knowledge of the hazards and safety precautions of the trade, and use of protective clothing or gear while exposed to power tools and equipment, caustic and hazardous materials, or while performing physical activities.

Provides technical expertise in diagnosing equipment problems, determining repairs needed and course of action to be taken. Troubleshoots and repairs hydraulic and air brake systems, electrical systems, drive trains, cooling systems, and fuel systems.

Thorough knowledge of the principles and operation of internal combustion engines, as well as gas, and diesel engines.

Extensive knowledge of methods, materials, tools, and standard practices of the auto/diesel mechanics trade.

Attends meetings, schools and seminars to further knowledge and maintain expertise.

OTHER JOB RELATED DUTIES

Performs other duties as assigned

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate. Making sure protective clothing or gear is being used while exposed to power tools and equipment, caustic and hazardous materials, or while performing physical activities, and enduring possible adverse weather conditions.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The operation, repair, and preventive maintenance of light and heavy gasoline and diesel-powered vehicles and equipment and automotive apparatus.

Journeyman level experience in equipment repair and operational knowledge of equipment such as, but not limited to: semi-tractors and trailers, dump trucks with snow plow and sand spreaders, front end loaders, back hoe / loaders, air compressors, water and sludge pumps, front, rear and side loading refuse trucks, grizzly loaders, sewer jet and vac trucks, road graders, hot asphalt patch and slurry seal trucks, sludge injection vehicles, street sweepers, police response units, complex fire apparatus, bucket lift trucks, light and heavy duty cars and pickups, power mowers and miscellaneous other city equipment.

Arithmetic, algebra, geometry, calculus, statistics and their applications in this profession.

Knowledge of cont.:

Circuit boards, processors, chips, electronic equipment and computer hardware and software, including application and programs applicable to this profession.

The hazards and safety precautions of the mechanic's trade.

Principles of operation of internal combustion and diesel engines.

Steering and suspension systems, and electrical systems and equipment.

Techniques and practices of gas and arc welding.

Skill to:

Use tools and equipment including, but not limited to: air tools, jacks, and hoists, mechanic's hand and power tools, all arc welding, oxyacetylene and cutting equipment, machining and metal fabrication equipment, measuring gauges and instruments, and sophisticated electronic and other diagnostic equipment including laptop computers with diagnostic software, along with various miscellaneous tools and equipment needed for this specific profession.

Repair machines or systems using the needed tools

Determine causes of operating errors and deciding best method of repair.

Watch gauges, dials or other indicators to make sure equipment is working properly

Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Identify complex problems and review related information to develop and evaluate options and implement solutions.

Determine the correct kind of tools and equipment needed to do a job.

Understand the implications of new information or both current and future problem-solving and decision-making.

Ability to:

Maintain service records, estimate costs and materials; order parts and maintain an inventory

Quickly and repeatedly adjust the controls of a machine or vehicle to exact positions.

Be careful about detail and thorough in completing work tasks.

Communicate effectively orally and in writing, and to follow oral and written instructions.

Establish and maintain effective working relationships and communication with coworkers, administration, other agencies and technical experts. Uses teamwork to obtain objectives and goals of the department.

Physical Demands

The nature of mechanics' work involves bending, crawling, stooping, and climbing, reach over the head, talk, hear and see in order to affect repairs. Must be able to perform strenuous physical activity in lifting, carrying, and/or operating the tools, equipment and materials needed to fulfill position of mechanic/welder. Requires the ability to move or lift items weighing up to 50 to 75 pounds.

Work Environment

The work is generally performed in or near the vehicle maintenance shops, in an environment with exposure to dust, fumes, noise, odors, grease, caustic and hazardous materials and adverse weather conditions. Has constant contact with, moving parts, electrical, high pressure and high speed power tools and special equipment.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Minimum of high school graduation or equivalent. Graduated mechanics trade school and/or minimum of five years experience to equal a certified journeyman auto/diesel mechanic.

License or Certificate:

CDL - Class A (State of Montana), with air brakes, and tanker endorsements as well as an acceptable driving record.

Special Requirements:

Subject to mandatory drug testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-work and follow-up basis.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____