Position Title: Mechanic  
Department: Operations  
Supervisor: Director of Operations  
Department Head: Director of Operations

FLSA Status: Non-Exempt  
Bargaining Unit/Non-Entry Level  
Work Classification: Equipment Maintenance

JOB SUMMARY:
The Mechanic is responsible for maintenance, troubleshooting and repair, and testing of District vehicles and equipment. The position is responsible for ordering parts and other necessary materials, and maintaining records of purchases in accordance with established practice. The position accepts daily assignments from the Mechanic Foreman, under the direction of the Director of Operations.

JOB DUTIES AND RESPONSIBILITIES:

1. Tests, repairs and maintains District-owned vehicles and equipment, including hydraulic and electrical systems, and gas, diesel and hybrid engines.
2. Orders parts, equipment and tools as needed. Maintains records of purchases and their warranties.
3. Takes responsibility for learning, understanding and following the District’s safety rules.
4. Welds as needed, to fabricate or customize equipment.
5. Responsible for the competent use and reasonable care of materials, tools and equipment.
6. Trains employees in the use of new equipment and technology, as needed.
7. Learns regulations relating to hazardous waste and handles or disposes of such material properly.
8. May assist the Mechanic Foreman in developing the annual budget for purchases.
9. Serves internal customers by answering questions, providing information, ordering material, or providing field assistance, as needed.
10. Professional behavior: Understands and follows District/supervisor expectations regarding appropriate dress, attendance, punctuality, scheduled and unscheduled time off, and appropriate use of District time, equipment and resources.
11. Performs other duties as assigned.

The District may revise the duties and responsibilities of this position as needed.

DISTRICT VALUES:
The Mechanic is responsible for knowledge of District values and for demonstrating them during the normal course of business.
Customer Focus
We believe in respecting our internal and external customers, listening to their requests and understanding their needs. We strive to exceed their expectations.

Respect
We consistently treat every individual with dignity and respect. We foster open and honest communications, listen, and understand other perspectives.

Integrity
We are guided by what is ethical and right and fulfill our commitments as responsible public stewards.

Personal Responsibility
We are personally accountable to our customers and the District for the highest standards of behavior, including honesty and fairness in all aspects of our work.

Teamwork
We value diversity and draw strength from the wealth of viewpoints that reside within the District. We work together; demonstrate collaboration through mutual reliability, openness and flexibility.

Forward Focus
We anticipate and prepare for the future, encourage innovation and new ideas to better serve our customers.

RECRUITING REQUIREMENTS:

In-house posting: The position will be posted in accordance with the Collective Bargaining Agreement. Eligible bidders will have five years work experience in auto, diesel and hydraulic mechanics. Welding skills are preferred. The District may require a skills/aptitude assessment to establish the qualifications of bidders. In-house candidates must pass such tests with a score of 70% or better to be considered a qualified bidder. The position will be awarded to the most senior, qualified bidder.

Education and experience: A high school diploma or equivalent. Post-secondary vocational training with certificate of completion or degree in the automotive/diesel field is required, plus a minimum of three years of work experience in auto, diesel, and hydraulic mechanics is required. Welding skills are required.

Skills, knowledge and abilities: Thorough knowledge of automotive mechanics, including basic knowledge of the operation, maintenance and repair of mechanical equipment. Ability to perform maintenance and repair on auto, diesel, hydraulic, and hybrid equipment. Ability to operate a personal computer and related software at an intermediate level of skill. Ability to operate basic office equipment, as well as all equipment maintained by the Mechanic’s shop. Ability to thoroughly and accurately troubleshoot vehicle and equipment problems and effectively use diagnostic tools. Thorough knowledge of applicable safety rules and ability to stay current on changes to related safety rules and regulations. Organization and record keeping skills necessary to contribute to an effective maintenance program. Ability to communicate effectively, both orally and in writing, with coworkers, customers and vendors.

OTHER INFORMATION:
Character of supervision received: Work assignments and oversight are provided by the Mechanic Foreman. The Mechanic reports to the Director of Operations, who is responsible for overall supervision, evaluations, and recommendations.

Character of supervision given: N/A. Is not responsible for the work performance of other employees.

Responsibility for confidential matters: Low. Is not exposed to confidential or sensitive information in the normal course of work.

Responsibility for getting along with others: Assists and interacts positively with other mechanics and internal customers, coworkers, suppliers and vendors.

Responsibility for Accuracy – effect of errors: Errors can range in result from mild inconvenience to high risk, potentially fatal conditions for equipment users, and property damage to District vehicles and equipment.

Travel/Unusual working conditions: Infrequent travel for training, inspection of equipment under construction may be required. Infrequent overtime or emergency callouts may occur at all hours, weather, working and driving conditions.

PHYSICAL REQUIREMENTS:

Works indoors and outdoors; sits, stands, bends, reaches for extended periods. Possesses manual dexterity and coordination necessary to perform vehicle and equipment maintenance, operate office and communication equipment. Possesses visual and hearing acuity necessary to operate a motor vehicle, diagnose vehicle and equipment needs, discern images and colors on computer screen, order and receive materials. Possesses verbal communication skills necessary to communicate effectively in person, by radio or telephone. Walks, drives, and performs vehicle maintenance outdoors, on all terrain in all weather and driving conditions. Has exposure to video display terminal. Lifts and carries up to 60 pounds.

OTHER REQUIREMENTS:
Must provide a full set of tools (tool list is available). Replacement tools are provided by the District, in accordance with accepted District practices. A valid Driver’s license with Class A CDL is required.