



Department of Public Works

Class specification Mechanic I

Grade 108 - FLSA Non-Exempt – Benefit Eligible

Salary Range: \$17.66 to \$19.87 per hour (commensurate with experience)

JOB SUMMARY: This is skilled work in the maintenance and repair of gasoline and diesel engine powered equipment for the City of Hyattsville, Department of Public Works.

Nature of the work: The Mechanic I in the Fleet Maintenance Division performs a variety of skilled work in the maintenance and repair of gasoline and diesel engine powered equipment. The work ranges from minor repair to overhaul of equipment to include mowers, saws, passenger cars, trucks, tractors, loaders, compressors, pumps and other heavy construction equipment. The work involves welding and machine shop operations and reports directly to the Manager, Fleet Operations with work coordinated by the Senior Mechanic of the department.

Essential Duties:

- Under the direction and coordination of the Senior Mechanic: Mechanic 1 employees are expected to service equipment including hand and mechanical tools, vehicles, and equipment operated by city staff. Equipment servicing includes, but is not limited to oil changes and lubricating chassis, equipment and accessories, replacement of hydraulic fluids or hoses or other parts of truck and construction equipment mechanical systems, replacing, changing, and repairing tires, cleaning and washing of vehicles and equipment, and small repair of hand tools and minor equipment. Mechanic 1 employees would also install exhaust pipes, mufflers, heaters, shock absorbers, radiators, spark plugs, filters, brakes, wheel bearings and other steering and drive train related parts. A Mechanic 1 may assist shop employees of a higher classification by examining equipment for mechanical and electrical defects and determine the nature and extent of needed repairs by visual inspection, road testing, and diagnostic equipment; repair automotive equipment by adjusting, rebuilding, welding or replacing broken, worn or damaged, mechanical and electrical parts; inspect ignition components, transmissions, differentials, steering assemblies, water and oil pumps and axles; adjust and repair inoperative vehicles in the field when possible; requisition supplies, tools and materials; test equipment for adequacy of repairs.
- Maintains and secures work tools as necessary and maintains a clean and safe work area.
- Continues education to keep up with automotive and equipment technology as required by position.
- Must be available to work weekends and at odd hours when emergency situations require as directed by the Department Manager.

Knowledge, skills and abilities: Considerable knowledge of the maintenance, preventative maintenance schedules, and repair of gasoline and diesel powered engines and equipment; thorough knowledge of the tools, equipment, materials, original equipment and manufacturers recommendations, methods and practices used in the automotive trade; considerable knowledge of occupational hazards and safe work practices; skilled in operation of mechanical equipment, machine tools, welding apparatus and hand tools common to the trade; ability to effectively carry out verbal and written instructions and to discuss with Senior Mechanic and equipment operators, as necessary, their report of equipment malfunctions.

Physical demands and working environment: Work requires operating potentially hazardous tools and equipment; work around trucks and hydraulics; work in inclement weather; exposure to strong odors and fumes, and walking, standing, bending, lifting, and carrying items up to 100 pounds. Manual dexterity required for working on equipment and computers. Must be able to work over, under, and around equipment.

Education and Experience Requirements

- High school graduate.
- Minimum of two years' experience in the maintenance and repair of gasoline and diesel engine powered equipment.
- Ability to maintain a harmonious, courteous and effective working relationship with supervisors, customers, fellow mechanics, and the public.
- Must possess skill and experience in use of diagnostic equipment, personal computer, and inventory control and preventative maintenance systems.
- Must be able to work over, under, and around all vehicles and equipment of the City.

Licenses and Certifications

- A.S.E current certification and/or manufacturer certification is preferred.
- A Commercial Driver's License (CDL) must be obtained within the first 6 months of employment and must be maintained.
- A valid driver's license must always be maintained, along with a safe driving record.

Additional Information

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. The City of Hyattsville is an Equal Opportunity Employer without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, political or union affiliation.

How to Apply

Applicants are required to complete and submit a City of Hyattsville employment application which is available online at www.hyattsville.org, and three *professional* references to the attention of Ms. Canfield, Human Resources Coordinator. Applications may also be **picked up** at the Hyattsville City Administrative Office, 4310 Gallatin Street, Hyattsville, Maryland, at the 3rd floor reception area, Monday through Friday, 8:30 a.m. to 5:00 p.m. Questions regarding the application process, or the duties/qualifications should be directed to Cynthia Canfield, Coordinator, Human Resources and Special Projects at (240) 487-1706.