



## **JOB DESCRIPTION**

**Job Title:** Vehicle Maintenance Mechanic  
**Department:** Vehicle Maintenance  
**Classification:** Non-Exempt  
**Pay Grade:** Grade 9 – Steps 1-20  
**Salary Range:** \$27,505 - \$44,016  
**Reports to:** Vehicle Maintenance Superintendent  
**Date Updated:** May 2016

### **SUMMARY**

Repair and maintenance on all City and GMSA owned vehicles and equipment.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Maintain and repair all city vehicles and equipment
- Special maintenance and repair on emergency vehicles
- Welding and steel fabrication
- Assist all employees in a respectful and professional manner
- Helps co-workers accomplish tasks
- Ability to be on-call as needed
- Prompt and regular attendance is required for this position
- Perform other additional duties as assigned

### **PERIPHERAL DUTIES**

- Operate radio equipment to maintain contact with base and other employees
- Follow all applicable safety rules
- Perform general maintenance within the department
- Makes appropriate decisions for proper customer service
- Abides by all standards, conduct and policies, as stated in the Personnel Policy and Procedures Manual

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

## **QUALIFICATIONS**

### **Education, Licensure, or Certification**

- High School Diploma or equivalent
- Vocational Technical or On-the Job Training
- Valid Oklahoma Class D License
- Mobile air conditioning recycling license as required by Section 609 of the Clean Air Act

### **Experience, Specialized Knowledge, and Other Requirements**

- Minimum of three years experience in automotive and diesel repairs
- Welding experience preferred
- Working with the general public

### **Knowledge, Skills and Abilities – With or without accommodations**

#### *Knowledge*

- Basic automotive service
- Basic heavy equipment service
- Diesel engine repair
- Small engine repair
- Major engine and transmission repair
- Diagnostic, mechanical, computer and electrical
- Power Take Off units
- Hydraulic systems
- Welding – Mig and Arc
- Automotive air conditioning systems
- Automotive electrical systems (OEM)
- Emergency vehicle electrical
- Basic computer skills
- Knowledge of safety rules and procedures
- Knowledge of written and verbal departmental policies
- Knowledge of personnel policies and procedures

#### *Physical*

- Has ability to safely operate equipment and tools
- Has ability to communicate with co-workers visually and audibly while operating equipment
- Has ability to perform physical activities such as, standing, walking, and operating equipment for long periods of time.
- Ability to lift and carry heavy loads
- Ability to work in all weather conditions
- Has normal eyesight and depth perception, with or without correction
- Hears normal tones, with or without correction

*Cognitive*

- Ability to listen, understand, read, write and communicate information particularly with grieving family members
- Ability to communicate effectively using radio equipment
- Ability to work independently
- Ability to establish and maintain effective working relationships with peers, subordinates, supervisors and the general public
- Ability to use logic and reasoning to identify appropriate solutions or approaches to problems

The physical and cognitive 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.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works inside, but may require working outside under normal and extreme weather conditions. The employee regularly stands, walks and operates equipment and tools for extended periods of time.

The employee will be operating and working equipment and tools, and must at all times follow safety procedures. Personal protective equipment shall be provided by the City and shall be worn when required.

**SUMMARY**

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.

I have read and understand my duties described above.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date