



<b>Job title</b>	A Mechanic
<b>Posting Date</b>	March 28, 2022
<b>Reports To</b>	Maintenance Supervisor

### **Job Purpose**

The primary duties of the Class "A" Mechanic are to perform preventive maintenance, diagnose, repair and/or replace any unit on all revenue equipment, company cars and trucks.

### **Duties and Responsibilities**

- Perform preventive maintenance and general repairs of all revenue equipment, company cars and trucks
- Performs major maintenance and repair work on gasoline and diesel engines, manual transmissions, differentials and other units
- Performs major mechanical work on suspension and chassis systems, cooling, and fuel, electrical and hydraulic systems
- Diagnoses engine, transmission, running gear, suspension and brakes
- Replaces any unit on vehicle as needed (Brakes, steering, axle, and suspension system)
- Performs major tune-ups using appropriate testing equipment
- Assists lower level mechanics in performing more complex maintenance and repair activities
- Tests maintenance and repair work to insure satisfactory results
- Maintains necessary records or forms on work performed
- Performs custodial maintenance duties as required
- Responsible for all repairs completed and responsible for completing all work orders on repairs performed
- Account for all materials used in accordance with the work order system
- Assists Streets Division with snow removal activities

### **Qualifications**

- Must possess high school diploma or GED
- 2-4 years' experience in the repair and maintenance of automotive and heavy equipment
- Must be capable of obtaining valid Indiana Commercial Driver's License, class B with Airbrake/Passenger Endorsements (CDL) within six months of employment

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- Must be insurable with minimal moving violations.
- Automotive Service Excellence (ASE) certification preferred
- Working knowledge of the standard practices, methods, materials, and tools used in equipment maintenance
- Must be able to operate \diagnostic computer programs/equipment
- Must have complete set of mechanic's hand tools necessary to perform all types of repair(s) to revenue equipment and company cars and trucks
- Knowledgeable of system routes for service calls
- Knowledge to analyze any cause of equipment failure
- Knowledgeable of foreman's duties on all shifts, so as to be capable of operating garage on weekends as acting foreman
- Ability to communicate effectively both verbally and in writing
- Must be able to work independently

### **Working conditions**

The work environment characteristics described here are representatives of those an employee encounters while performing the essential duties of the 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 occasionally works near moving mechanical parts and in outside weather conditions, fumes or airborne particles, and risk of electrical shock.

The noise level in the work environment is usually moderate.

### **Physical requirements**

The physical requirements of this position are representatives of those that must be met by an employee to successfully perform the essential functions of the 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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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