



## **Mechanic Shop**

PW-SHP/3

*In an effort to create organizational clarity, and to empower its employees, the City of Sheridan has identified its core values. These values are fundamental to meeting the mission of the City. It is expected that the employee in this position will meet his or her responsibilities including observable commitment to these values.*

### **JOB SUMMARY**

This position is responsible for performing technical duties in the repair and maintenance of city vehicles and equipment. In this role, there will be an opportunity for training, development, and advancement.

### **MAJOR DUTIES**

- Repairs heavy equipment, including loaders, motor graders, dozers, scrapers, garbage trucks, dump trucks, and fire trucks.
- Designs and fabricates parts; installs hydraulic systems; mounts sander boxes and flatbed dump boxes; welds materials in the fabrication and installation of parts.
- Repairs automotive equipment, including cars and light trucks; ensures that equipment is in good working order and cleaned upon completion of service.
- Repairs small engine equipment, including weed-eaters, push and riding lawn mowers, whackers, chain saws, and water pumps.
- Services and repairs tires.
- Repairs recycling center equipment, including cardboard balers and can crushers.
- Repairs video cameras and monitors on garbage trucks.
- Cleans the shop daily.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the tools and techniques of equipment repair, including equipment brake, fuel, hydraulic, air, and computer systems.
- Knowledge of OSHA and EPA regulations.

- Knowledge of department and city policies and procedures, and federal, state, and local laws and regulations.
- Knowledge of oils and lubricants needed for different makes of equipment.
- Knowledge of small engine equipment repairs.
- Skill in welding, cutting, and reshaping metals in the fabrication of parts.
- Skill in the operation of hydraulic and electrical test equipment.
- Skill in the safe operation of tire equipment.
- Skill in planning, organization, and decision making.
- Skill in oral and written communication.
- Ability to be innovative and solve unique problems.

#### SUPERVISORY CONTROLS

The Shop Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include approved automotive and heavy equipment repair procedures, OSHA and EPA regulations, and the employee handbook. These guidelines are generally clear and specific, but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Inclement weather conditions and exposure to hazardous machinery and materials contribute to the complexity of the position.
- The purpose of this position is to repair and maintain city vehicles and equipment. Successful performance helps ensure well-maintained vehicles and equipment.

#### CONTACTS

- Contacts are typically with vendors, co-workers, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently standing,

stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must distinguish between shades of color.

- The work is typically performed in an office, maintenance shop, or outdoors, where the employee may be exposed to cold or inclement weather. The work exposes the employee to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. The work requires the use of protective devices such as masks, goggles, or gloves.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain ASE Auto Engine Repair and Medium and Heavy Truck Diesel Engine Certification.
- Possession of or ability to readily obtain a valid commercial driver's license issued by the State of Wyoming for the type of vehicle or equipment operated.

**The City of Sheridan is an at-will employer. This means that either party – the employee or the employer – may end employment at any time, with or without cause, with or without notice. All the terms, conditions and benefits of employment with the City are subject to change at any time, with or without notice, at the discretion of the City.**