

**JOB DESCRIPTION
CITY OF KELLOGG, IDAHO**

POSITION TITLE: MECHANIC
DEPARTMENT: PUBLIC WORKS
REPORTS TO: PUBLIC WORKS DIRECTOR
SALARY RANGE: \$21.00/HOUR to \$26.00/HOUR DOE
WORK SCHEDULE: 6:00AM - 2:00PM MONDAY - FRIDAY

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs mechanical repairs and maintenance work on garbage trucks, loaders, graders, trucks, plow trucks, sanding trucks, City Police Department vehicles, and other City equipment.
- Performs engine and transmission work, tune-ups, brake work, hydraulics and electrical work.
- Replaces vehicle parts, including filters, belts, hoses, pumps, batteries, lights and fuses.
- Performs service work on vehicles, including oil and fluid changes, lubrication jobs, radiator servicing, brake inspections, air conditioning servicing and other related tasks.
- Inspects trucks, vehicles and equipment to ensure readiness for service;
- Documents and schedules needed repairs and maintenance.
- Performs auto body and paintwork.
- Performs snow plowing.
- Performs other related duties as required.
- Must be available for call outs to emergency, apparatus and/or equipment breakdowns.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Ability to classify, prioritize, analyze and record data.
- Ability to utilize a variety of reference, descriptive, advisory and design data and information, and use data to make technical decisions.
- Ability to exercise discretion in identifying and selecting from alternative courses of action.
- Must possess a detailed knowledge of department equipment and ability to analyze problems to determine appropriate response.
- Ability to operate a variety of tools and equipment, including computers, mechanical tools, diagnostic machines, hand tools, welders and torches.
- Ability to perform addition, subtraction, multiplication and division, and to calculate decimals, percentages and fractions.
- Ability to exert heavy to extremely heavy, though not constant, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials weighing up to and exceeding 100 pounds.
- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations or electric currents.

QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma or GED, supplemented by vocational or technical training in heavy and light vehicle maintenance and repair.
- Preferably, at least two (2) years experience as a mechanic on heavy equipment, combustion and diesel engines.
- Experience using various power tools (e.g., grinders, drill press, band saws, etc.).
- Preferably, experience with materials, tools, and welding processes.
- Equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position.
- Must possess, maintain or ability to obtain a valid Idaho driver's license (CDL for civilians).
- Must pass a drug screening.
- Must represent the City of Kellogg and the City's Public Works Department in a positive manner at all times.

The City of Kellogg, Idaho is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.