

# CITY OF TRENTON

## JOB DESCRIPTION

**JOB TITLE:** Assistant Mechanic

**DEPARTMENT:** Public Works

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. Management has the right to add or change these duties of the position at any time.

### **JOB SUMMARY**

Under the direction of the Lead Mechanic, the Assistant Mechanic is responsible for repairing, servicing, maintaining and performing major and minor repairs to City automobiles, trucks, emergency vehicles, tractors, backhoes and other power driven equipment and facilities.

### **SUPERVISION**

Under the direct supervision of the Lead Mechanic while performing Assistant Mechanic duties. Otherwise, reports directly to the Public Works Foreman.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Perform preventive maintenance on gasoline and diesel power equipment including: engine oil changes, chassis lubrication, check and replenish other fluids as needed. Repair or replace as needed: lights, brakes and related parts, tires and tubes, chassis parts, mounted vehicle components (both interior and exterior), install and repair safety equipment, light bars, spot lights, emergency beacons, communication systems and related wiring.
- Fabricate and weld to repair equipment as necessary.
- Assist in the purchasing of equipment maintenance parts and materials.
- Assist Lead Mechanic in the performance of mechanical repairs as needed.
- Repair, adjust and replace brake systems including disc, hydraulic and air brakes.
- Perform inspection of various vehicles and replace or repair faulty parts as needed.
- Clean and maintain the garage area and equipment.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Assists with the maintenance and repair of all related water production equipment.
- Assists with the maintenance and repair of the sewer lift station.
- Responds to after hour call outs for equipment repairs.
- Test and inspect completed work to ensure proper performance and timely completion.

### **OTHER DUTIES AND RESPONSIBILITIES**

When not working in the capacity as an Assistant Mechanic, other duties may include but are not limited to the following:

- General grounds care, mowing, trimming, mulching and weed eating along roadways.

- Street sign inventory, repair and replacement.
- Snow plowing of City streets, parking lots and walkways.
- Maintenance of City owned buildings.
- Holiday decorating.
- Painting of crosswalks, curbs, stop bars and street pavement markings.
- Concrete work.
- Blacktop and pot hole repairs.

### **EDUCATION**

Formal or informal education of training which ensures the ability to read and write at a level necessary for successful job performance.

### **INTERPERSONAL CONTACTS**

Daily contact occurs with other employees in the shop and Public Works Department and regular contact with immediate supervisor. Must have a demonstrated ability to maintain effective working relationships with other City employees. Incumbent has daily contacts with a variety of personnel from Administration, Police, Fire, EMS and Public Works Departments, as well as outside parts, service and supply vendors. Most contact is face to face with regular use of phones and e-mail to convey and receive information and make recommendations or decisions.

### **EXPERIENCE**

Equivalent to a high school diploma and two years of experience repairing and maintaining gasoline and diesel engines.

### **LICENSES AND CERTIFICATES**

Possession of a valid Class B Ohio Commercial driver's license with air brake endorsement within 6 months of employment as a condition of continued employment. Failure to obtain a Class B driver's license within 6 months of employment will result in termination.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry 50 lbs. and move

100 lbs.; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Drug Testing:** Must be able to continually pass random drug and alcohol testing

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Assistant Mechanic position and I certify that I can perform these functions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

ORIGINAL ISSUE DATE: AUGUST 2010