



Filing Deadline: Friday, January 12, 2018

**City of Coeur d'Alene  
Equal Opportunity Employer  
Mechanic**

**Description:** The Mechanic performs journey-level skilled mechanical and technical duties to maintain and repair all vehicles and equipment in the City's fleet. Mechanics work on automotive, light and heavy equipment, groundskeeping equipment, and gasoline and diesel equipment. The position assists in training and assisting other employees in equipment operation, daily maintenance, and inspection of fleet vehicles. It requires extensive knowledge of all aspects of vehicle and equipment operating systems. The work is performed under supervision of the Shop Supervisor, with latitude for independent judgment and initiative. The position requires a Class A CDL with airbrake and tanker endorsements within six months of hiring, Emergency Vehicle Technician (EVT) certification within six months of hiring. Flagging, First Aid, and CPR certifications are also required. The Mechanic position supplies all of its own tools and storage required for both light and heavy automotive and equipment work, with the exception of specialty tools which are provided by the City. The position requires a year of advanced or technical training in automotive and/or equipment repair and three years' experience as a mechanic. The position works in an equipment repair shop and outdoor environment where the noise levels are generally moderate but may be higher with exposure to heavy equipment. Hazards include exposure to adverse weather conditions, hazardous materials, and working around power tools, light, and heavy equipment.

**Wage and Benefits:** Starting wage is \$20.05 per hour, eligible for a five percent increase after 12-months of service with standard or above evaluations. This position is supplemented by a generous benefit package (summary of benefits) and membership in PERSI (Public Employee Retirement System of Idaho) is required.

**Acceptable Experience and Training:** High school diploma or GED equivalency, supplemented with one (1) year specialized training in automotive drivability/light and heavy equipment; and three (3) years experience as a mechanic; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications:**

- Class "A" CDL;
- Emergency Vehicle Technician (EVT) Certified within 1 year of hire date;
- ASE (Automotive Service Excellence) certified within 6 months of hire date;
- Required to furnish and supply basic tools for both light and heavy duty automotive vehicles and equipment;
- Flagging Certification;
- Certified First Aid and CPR.

**Knowledge, Skills and Abilities:**

**Knowledge of:**

- Methods, equipment, materials, tools, and standard practices for the maintenance and repair of all equipment in the City fleet including, but not limited to, automobiles; trucks; light, medium, and heavy equipment; groundskeeping equipment; and police and fire emergency vehicles;
- Complex vehicle and light and heavy equipment mechanical and electrical functions;
- Installation, diagnosis, and repair of automotive air conditioning systems, servicing and repair of air brakes, air systems, auto electrical systems, computerized engine controls, and mobile hydraulic systems;
- Diagnosis and repair of gasoline engines, light and heavy diesel engines, transmissions, differentials, and brake, hydraulic air, and electrical systems;

- Welding and fabrication of parts;
- Operation and maintenance of specialized computer diagnostic equipment;
- Operation and maintenance of hand tools;
- Operation and maintenance of power tools;
- Operation and maintenance of light and heavy construction equipment;
- City policies and federal (OSHA) regulations regarding safe work practice, including handling and disposal of hazardous materials;
- Operation of personal computer and/or laptop and basic software applications;
- Department policies, procedures, and standards.

**Ability to:**

- Perform journey-level skilled mechanical and technical duties to maintain and repair all vehicles and equipment in the City's fleet, including but not limited to, automotive, light and heavy equipment, groundskeeping equipment, police and fire emergency vehicles, and gasoline and diesel equipment;
- Operate specialized computer diagnostic equipment;
- Read and interpret wiring diagrams, engineering plans, specifications, and technical manuals;
- Diagnose and repair complex and non-routine mechanical and electrical defects in equipment;
- Plan projects and accurately estimate time, materials and parts needed;
- Operate hand and power tools;
- Operate light and heavy equipment;
- Operate a motor vehicle;
- Operate welding and fabrication equipment;
- Use English and speak clearly for understanding;
- Listen carefully to, understand, and effectively communicate through verbal, written, and electronic communication channels;
- Perform duties to supervisor's expectations;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**Examples of Work:**

**Essential Duties and Responsibilities**

- Performs all work duties and activities in accordance City policies, procedures and safety practices.
- Performs advanced, journey-level maintenance and repair of all equipment in the City fleet including, but not limited to, automobiles; trucks; light, medium, and heavy equipment; groundskeeping equipment; and police and fire emergency vehicles;
- Performs preventive and corrective maintenance and repair on all equipment;
- Maintains and repairs shop tools and equipment;
- Diagnoses and repairs a variety of systems including, but not limited to, electrical, mobile hydraulic, air brake, air conditioning, and gasoline and diesel fuel systems;
- Diagnoses and repairs vehicle and equipment power trains;
- Diagnoses and repairs electronic engine, brakes, and transmission controls;
- Performs minor body and fender repairs;
- Orders parts and supplies;
- Replaces and rebuilds gasoline and diesel engines, clutch assemblies, transmissions, and rear axles;

- Creates and inputs data into work orders and related computer programs;
- Designs, fabricates, and welds parts, including but not limited to, snow plows, loaders, graders, ;
- Designs, fabricates and welds projects for other departments including, but not limited to, sea wall, dog park, City decorative art, park benches, parade floats, and other special projects;
- Operates and maintains hand tools;
- Operates and maintains power tools;
- Operates and maintains light and heavy equipment;
- Operates a motor vehicle;
- Responds to management's, supervisor's, co-workers' and citizens' questions and comments in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- Assists other department and City employees as needed or requested;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

#### **Secondary Duties and Responsibilities:**

- Performs duties of Heavy Equipment Operator, as needed;
- Performs snow plowing, sanding, and de-icing duties, as needed;
- Performs traffic control at parades, special events, construction work zones, and for police and fire emergencies, as needed;
- Assists other City departments, as needed;
- Performs duties of Shop Supervisor in that employee's absence;
- Performs other duties as assigned.

#### **Essential Physical Abilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to manipulate and make adjustments to tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds and, infrequently, up to 75 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone and to discern safety warnings such as alarms and emergency warning sounds, including vehicle backup warnings. While performing the duties of this classification, the employee works in a repair shop and outdoor environment where the noise levels are generally moderate but may be higher with exposure to heavy equipment. Hazards include exposure to adverse weather conditions, hazardous materials, and working around power tools, light, and heavy equipment.

**APPLICATION PROCEDURE:** Qualified current City employees are invited to submit a completed City of Coeur d'Alene Employment Application and Resume to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. Application deadline is Friday, January 12, 2018 at 5:00 p.m. Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

*The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.*