MECHANIC

POSITION SUMMARY

Performs skilled inspections, preventative maintenance, diagnostics, and repair work on City-owned light and heavy equipment, and vehicles. Maintains service records, ensuring compliance with safety standards, and assisting with equipment specifications and replacement planning.

RESPONSIBILITIES

Essential Duties:

- Performs routine and scheduled maintenance of City-owned tools, light and heavy equipment and vehicles, including both major and minor repairs.
- Diagnoses mechanical, electrical, hydraulic, and computer-controlled systems and performs necessary repairs.
- Assists in tracking and maintaining inventory of materials, tools, parts, and supplies required for maintenance and repair activities.
- Conducts safety inspections on tools, equipment and vehicles; completes necessary adjustments and repairs to meet safety and operational standards.
- Maintain accurate and up-to-date service records, including maintenance logs, repair histories, warranties, and cost tracking; utilizing fleet management software.
- Designs, fabricates or modifies tools, equipment, or components as assigned.
- Assists in the development of specifications for replacement tools, equipment, and vehicles.
- Provides input on preventive maintenance schedules or process improvements.
- Performs other duties of a similar nature or level as assigned.

Knowledge, Skills and Abilities (position requirements at entry):

- Knowledge of automotive, diesel, hydraulic and heavy equipment systems, repair techniques, and maintenance standards.
- Skill in welding, metal fabrication, and the user of shop tools and equipment.
- Skill in diagnosing mechanical, electrical and hydraulic issues using diagnostic and scan tools.
- Ability to repair and maintain gasoline, diesel, and hydraulic-powered equipment.
- Ability to operate and test light and heavy equipment;
- Ability to maintain accurate records, inventories, and documentation.
- Ability to read and interpret technical manuals, schematics, and equipment specifications.
- Ability to use computer applications for recordkeeping, diagnostics, and communication.
- Ability to communicate effectively both verbally and in writing.
- Ability to use visual and auditory acuity to identify mechanical issues, defects, and hazards.

QUALIFICATIONS

Education and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.) required.

- Two-year technical certificate or degree in automotive or heavy equipment repair, diesel technology, or closely related field.
- One to three years of experience in heavy equipment, fleet or automotive maintenance and repair; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Special Requirements:

- Valid ND Driver's License – at hire.
- North Dakota Class B Commercial Learner's Permit - obtain within 3 months of hire; North Dakota Class B Commercial Driver's License with Automatic Transmission, Tanker, and Air Brake - within 6 months of hire,

- Forklift Certification –within probationary period.
- Fuel Island Certification –within probationary period.
- ASE Certification (Automotive or Medium/Heavy Truck), Mobile Air Conditioning Certification within 6 months of hire.

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- May require overtime, weekends, holidays, and emergency response.
- Work is occasionally performed under hazardous conditions; on congested roadways, around operating equipment, in a noisy environment, with the physical ability and stamina to perform strenuous physical work.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Grade: PW-15

FLSA: Non-Exempt

Updated to new format: 9/15/14

Approved by CSC: 10/22/14

Updated: 6/30/2022 by HR Torgerson, PW Director Zuroff, Operations Manager Clem, 1/17/2025 - Changed grade level per commission approval of wage study and 2024 budget LH. Grade updated by HR Torgerson per new pay scale, June 23, 2025; updated CLD requirements by DPW Director Waldo, 8/20/25, updated 12/10/25 by Fleet Supervisor Tormaschy, HR Nameniuk.