MECHANIC II

POSITION SUMMARY

Works as an advanced team member, responsible for the inspection, maintenance, and repair of city owned mechanical and powered tools, equipment, and vehicles. Familiar with operations and functions of equipment including heavy equipment, trucks and specialized equipment. Assists with training and guiding employees on day to day functions within the department. Incumbent must meet the requirements set forth on the Achievable Classification Request Form for Mechanic II

RESPONSIBILITIES

Essential Duties:

- Performs routine and scheduled maintenance of City owned mechanical and powered tools, light and heavy equipment and vehicles as assigned which includes completing major maintenance work and completing minor maintenance work.
- Diagnoses and repairs tools, equipment, and vehicles.
- Assists in maintaining inventory of materials, tools, and parts necessary to maintain and repair tools, equipment, and vehicles.
- Performs safety checks of all tools, equipment and vehicles and makes any repairs or corrections necessary.
- Maintain files on all tools, equipment and vehicles including parts and repair manuals, maintenance and repair history, warranties, and costs.
- Designs and fabricates tools and equipment as assigned.
- Assists in the development of specifications for tool, equipment, and vehicle replacement needs.
- Assist other departments as needed.
- Performs other duties of a similar nature or level as assigned.

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

- Knowledge of and ability to properly maintain and repair automotive and heavy equipment;
- Ability to and knowledge of fabrication, metal working, and welding;
- Ability to maintain inventory;
- Knowledge of automotive scan tools, equipment, and vehicle use, operation, and specification.
- Ability to repair and maintain gasoline, diesel, and hydraulic motors;
- Ability to operate and maintain automotive and heavy equipment;
- Ability to diagnose and repair mechanical problems;
- Ability to maintain files and records;
- Knowledge of and ability to operate mechanical equipment;
- Ability to interpret work specifications;
- Ability to use a variety of office equipment and related applications;
- Ability to use visual acuity required for depth and color perception, visually inspect small defects and/or small parts;

- Ability to hear sufficiently to accurately perceive information at normally spoken word levels;
- Ability to communicate effectively both verbally and in writing;
- Ability to use diagnostic equipment.

Judgment/Decision Making:

- Perform duties within scope of general City policies, procedures, and objectives.
- Regularly uses independent judgment to analyze problems and adapt guidelines to achieve desired results. Exceptions to policies or procedures must be referred to supervisor;
- Makes recommendations on departmental and City policies, procedures, and practices;
- Decisions must be accurate to ensure safety of employees and the public.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Assists with training Technicians in daily operations,
- Confers with supervisor about human resource and operational issues.

Relation to Others:

- Position requires regular contact with employees and department managers;
- Requires moderate communication skills to ensure supervisor and employee requests are understood, documented, and addressed as necessary.
- Communications are generally one-on-one, but may occasionally involve a small group of people.

SKILLS

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 heavy equipment and component systems repair such as brakes, engines, engine performance, electrical, heating and air conditioning, automatic transmissions, manual transmissions, and suspension systems.
- Three years of experience in Public Works as a Mechanic or PW Operator with the experience and training sufficient to successfully fulfill the Mechanic II Classification Request Form.

Special Requirements:

- Valid ND Driver's License
- North Dakota Class B Commercial Driver's License. Minimum requirements: Automatic Transmission and Air Brake
- Specialized equipment training/certifications as outlined on Operator II Classification Request Form.
- ASE Certification: A1-8 series (recertification every 5 years)
- Clean Air Act Section 609 Certification (Motor Vehicle Air Conditioning)

MECHANIC II

- UST Class A Operator Certificate
- Forklift Certification
- APWA Public Fleet Management Certificate
- Fuel Island Certification
- CPR/First Aid/AED
- Defensive Driving Course (NDSC)
- NIMS-ICS Certifications: 100, 200, and 700

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 be required to work overtime, weekends and holidays; occasionally under hazardous conditions; on congested roadways, around operating equipment; in a noisy environment; and with the physical ability and stamina to perform strenuous physical work. Routine exposure to hazardous substances, inadequate lighting, work space restrictions, potentially dangerous situations, unpleasant work conditions such as adverse weather conditions or great risk of accidents or ill health. Regular exposure to conditions which are unpredictable/uncertain and which result in risk of personal injury.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, various types of dust, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.
- 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.

Classification And History: Grade 16 (PW-16)
FLSA: Non-Exempt
Approved by City Commission: 05/16/2023
Updated: 2023 Budget approval– add Mechanic II as achievable position. 1/17/2025 - Changed grade level per commission approval of wage study and 2024 budget LH. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.