

# Cecil Township

## Job Description

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Job Title: **Mechanic**  
Department: **Public Works**  
Date: **11/13/2017**

Pay Grade: **N/A**  
FLSA Status: **Non-Exempt**  
Bargaining Status: **Union**

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### **GENERAL DESCRIPTION:**

The Mechanic performs duties of a complex, diverse and strenuous nature maintaining a variety of types of automobiles, trucks, and power equipment. Duties include the scheduling and performing preventative maintenance and non-scheduled repairs of vehicles and equipment. This person performs the duties of a licensed inspector of automotive vehicles under the guidelines and regulations set forth by the Commonwealth of Pennsylvania. The Mechanic also exercises a certain amount of independent judgment and responsibility in the care of these vehicles and equipment. The Mechanic shall have the basic expertise and licenses to operate all Township owned vehicles and equipment.

### **SKILL, DUTIES, AND RESPONSIBILITIES:**

#### **REQUIRED SKILLS AND ABILITIES:**

##### **Computer and Technology Skills:**

Working knowledge of Microsoft Office software including Word, Excel, and Outlook.

Proficiency in the use of radios, scanners and other Public Works Department technology.

Proficiency in the use of automotive diagnostic and maintenance equipment.

##### **Language Skills:**

Ability to understand and carry out both written and oral instructions.

Ability to express ideas effectively, both orally and in writing.

Ability to read and comprehend reports and procedure manuals.

##### **Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals with and without a calculator.

Ability to calculate figures and amounts such as proportion, percentage, volume, and area.

##### **Reasoning Abilities:**

Ability to develop personal planned work schedules and prioritize assignments on a daily, weekly, and monthly basis.

Ability to solve problems and manage emergency situations while exhibiting calm and controlled composure.

Ability to define problems, collect data, establish and verify facts, and draw valid conclusions.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to solve practical problems and deal with a variety situations where only limited standardization exists.

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

***Constantly Incurred (More than 75% of time on job)***

Ability to stand, walk, and sit for extended periods. The ability to reach high or low level. Ability to communicate orally and to hear conversations. Ability to pull hands over hand, Ability to climb stairs and ladders. Ability to balance, Ability to stoop, Ability to perform repetitive twisting or exert pressure involving wrists or hands, Use of depth perception.

***Frequently Incurred (Between 25% - 75% of time on job)***

Ability to kneel, Ability to repeatedly bend, Ability for rapid mental/muscular coordination simultaneously. Ability to operate equipment, trucks and motor vehicle including those with standard transmissions.

***Occasionally Incurred (Less than 25% of time on job)***

Ability to lift and carry heavy loads (Max 80 lbs.). Ability to push and pull heavy loads (Max 200 lbs.). Ability to crawl.

**Other Skills and Abilities:**

Thorough knowledge in the safe operation and occupational hazards involved in the operation of all Township owned equipment and vehicles.

Thorough knowledge of safety standards and occupational hazards as they pertain to vehicle and equipment maintenance and operation.

Ability to efficiently and safely operate heavy vehicles and equipment.

Ability to establish and maintain effective working relationships with other employees.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Schedules and competently performs preventative maintenance of equipment and vehicles in accordance with manufacturer's guidelines including, but not limited to, engine oil and filter changes, chassis lubrication and tire changes.

Competently repairs equipment's electrical systems and fixtures.

Competently performs engine tune-up and operates diagnostic equipment to determine source of engine malfunctions or deficiencies.

Competently performs minor structural and body repairs to vehicles and equipment.

Makes recommendations to immediate supervisor as to required repairs or services to be performed by commercial repair facilities.

Maintains inventories of items such as filters, fluids, lubricants and certain replacement parts.

Maintains comprehensive work history records of services and repairs performed on all Township owned equipment and vehicles.

Performs basic repairs to automotive equipment or vehicles at job sites located outside the repair facility.

Operates all equipment in a work mode for sufficient periods to test for smooth automotive operation or deficiencies.

Operates trucks equipped with specialized attachments for spreading materials and removing snow accumulations from streets and parking lots including trucks requiring a Class B Commercial Driver's License with Air Brake Endorsement from the Commonwealth of Pennsylvania.

Performs other essential duties as assigned or required.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs the essential duties of a Light Equipment Operator or a Heavy Equipment Operator under emergency conditions as deemed necessary by the Foreman or Public Works Director.

Performs other non-essential duties as assigned or required.

**REQUIRED QUALIFICATIONS:**

**Education:**

High school diploma or general education degree (GED).

**Experience and Training:**

Five (5) years of experience in the maintenance and repair of various automotive vehicles, trucks and power equipment; or equivalent combination of education and experience; National Institute for Automotive Service Excellence (ASE) certification preferred.

**Licenses/Certification:**

Possesses and maintains a Class B Commercial Driver's License with Air Brake Endorsement from the Commonwealth of Pennsylvania.

Possesses and maintains a Class 7 Certified Inspection Mechanic license from the Commonwealth of Pennsylvania or acquires within 180 days of employment.

**SUPERVISION FROM THE FOLLOWING:**

This position *typically* receives supervision from the Public Works Director.

**SUPERVISION TO THE FOLLOWING:**

This position *typically* does not give supervision to others.

**WORK Environment:**

While performing the duties of this job, the employee regularly works near moving mechanical and automotive equipment. The employee frequently works indoors in a heated garage area but may on occasion be required to work in outside weather conditions that may be harsh and is frequently exposed to wet and/or humid conditions. The employee occasionally visits and inspects facilities that are accessible only via rugged paths of travel, ladders, and stairways.

Work is performed throughout the Township and when necessary, outside the Township.

Work is performed during all hours of the day and night.