



Mechanic

Class Code:
16010

Bargaining Unit: AFSCME

CITY OF RAMSEY
Established Date: Jun 15, 2021
Revision Date: Sep 29, 2021

SALARY RANGE

\$27.68 - \$32.15 Hourly

PRIMARY OBJECTIVE OF POSITION:

The primary objectives of this position consists of performing skilled mechanical services including, but not limited to, automobiles, squad cars, heavy and light equipment, and other city-owned vehicles and equipment. This position requires mechanical aptitude, good time management and organizational skills, as well as the ability to lift up to 74 pounds without assistance.

Daily operations include coordination and performance of all maintenance repairs on city-owned vehicles and equipment (electric, gas and diesel). The mechanic will ensure timely completion of all maintenance and repair projects; manage the record keeping for all shop activities and assist with administrative duties related to the shop budget, parts and supplies inventory.

This position is subject to extended work days, call backs and shift schedules as required for the City's maintenance operations which includes, but is not limited to, snow plowing of public streets, trails and walks. Successful candidates must pass a criminal history, driving record check, and a pre-employment physical and drug screen.

** This is an AFSCME union position **

** This position is subject D.O.T. random drug and alcohol testing **

Hiring Range is \$27.68 to \$32.15/hour DOQ

MINIMUM QUALIFICATIONS:

The successful applicant must possess the following minimum qualifications:

- Must be 18 years of age or older
- Must possess a high school diploma or equivalent

- Must possess a two-year certificate of completion from a technical or vocation school with specialized training in mechanics, maintenance management or related field
- Must possess a valid Minnesota commercial driver's license (Class A or B) with both air brake and tanker endorsements, along with having a good driving record - Candidates possessing a Class B license, you must have the ability to obtain a Class A license within six (6) months of hire
- Must have at least three (3) years of professional experience in mechanical work, which will range from preventative maintenance to heavy equipment repair
- Must possess at least one (1) year of professional experience in small engine repair
- Must reside within the allowed distance for responding to on-call situations (approximately 30 minutes)

Desired Qualifications:

- MNDOT Commercial vehicle inspection certification or ability to obtain within six (6) months of hire
- Professional experience and/or technical training in welding, hydraulics and electrical systems
- Basic computer usage skills using Microsoft Office Suite (Word, Excel and Outlook)

ESSENTIAL JOB FUNCTIONS:

Essential duties include, but are not limited to the following:

- Provides maintenance and repair of all City-owned automobiles, squad cars, trucks, heavy duty street equipment, construction machinery and other equipment
- Operates a variety of diagnostic instruments and a variety of hand, electric and air-driven tools
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work
- Repairs brakes, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems
- Changes and repairs tires and tubes
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement
- Purchases equipment, parts and supplies used for vehicle and mechanical system maintenance
- Provides inventory control of parts and tools necessary for the maintenance/repair of equipment/vehicles
- Provides emergency field assistance to disabled equipment as needed or when appropriate
- Adheres to and implements all safety rules, regulations and practices including wearing appropriate safety equipment as necessary to protect the employee, the operation and the public
- Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment
- Ability to train other Public Works Maintenance Workers in basic maintenance functions
- Ability to become MNDOT Inspection Certified (Commercial Vehicles) within six (6) months of hire
- Performs a wide range of tasks at the verbal or written direction (within the ability and resources of the Mechanic) from the Public Works Superintendent, Streets Lead or their designee

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of maintenance and repair techniques related to vehicles, construction equipment, heavy duty street equipment and other equipment as related Public Works operations
- Knowledge of general mechanic shop operations and safety protocols
- Skilled at detailed recordkeeping
- Skilled in the use of diagnostic equipment
- Considerable skills related to auto mechanics
- Ability to understand and follow verbal instructions and communicate in English
- Ability to work independently with limited supervision
- Ability to work in a variety of weather conditions including cold or hot temperatures, high humidity, wind or rain
- Must wear safety equipment as required and follow established safety practices and procedures
- Ability to maintain effective working relationships with supervisors and co-workers
- Ability to transport oneself to and around the work site
- Ability to work alternative schedules including evenings, weekends and possibly holidays as required for the City's maintenance operations

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Standing
- Walking
- Lifting
- Pushing/Pulling
- Carrying
- Climbing
- Kneeling
- Crawling
- Crouching
- Bending at the waist
- Reaching
- Handling Objects
- Use of Arm Muscles over Extended Periods
- Use of Leg Muscles over Extended Periods
- Overhead Work

This job requires employees to be able to lift and carry up to 74 pounds.

The following are the working conditions of the position:

- Working Indoors
- Working Outdoors
- Operating dangerous equipment
- Operating heavy duty equipment
- Operating motor vehicles
- Working with chemicals
- Working near fumes and vapors

- Driving a City vehicle or personal vehicle
- Driving is an essential function of this job
- Subject to random D.O.T. drug and alcohol testing