

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 330

MECHANIC I

This is entry level mechanical work level in the repair and maintenance, gasoline powered fleet cars and trucks. Work is performed under general supervision.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Performs routine maintenance on City vehicles.
- Breaks down and repairs tires including installation and or replacement.
- Performs diagnosis and repair to brake systems, cooling systems, steering and suspension systems.
- Performs minor tune ups and repairs.
- Assists other Mechanics when necessary.
- Repairs and overhauls trucks and other engineering equipment. May do welding as required. Makes tests to locate defects in operation and as a check on repairs before returning equipment to service.
- May perform work on small engine and equipment.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of construction, design, repair and adjustment of diesel motors and of the common types of construction equipment where such motors are used for power, such as graders, rollers and bulldozers.
- Knowledge of tools and equipment needed for major and minor repairs of diesel motors and diesel powered construction equipment.
- Knowledge of both light and heavy duty electrical system in regard to their role in the proper functioning of engineering equipment.
- Knowledge of the principles of operation of diesel fueled and gasoline internal combustion engines.
- Ability to diagnose defects and failures of diesel motors and diesel powered equipment.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma. Specialized technical training in automotive repair. ASAE certification desired.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate (Class A) driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rev 5/17

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Pay Grade/Group: 20/42

Location: Public Works Department

GERS: Regular: Regular Class