

Saginaw Charter Township

Job Description

Position: Automotive Mechanic

General Summary:

Under the supervision of DPS Management and/or the senior mechanic, performs various skilled and semi-skilled tasks necessary to the operation, maintenance, and repair of all Saginaw Charter Township owned vehicles and equipment.

Qualifications:

Education and Experience Requirements:

- High school diploma or GED.
- Five (5) years of experience in repairing vehicles and equipment.
- Michigan Mechanics Automobile and Light Truck Certification in engine repair, front end, suspension and steering systems, brakes and braking systems, automatic transmissions, electrical systems, heating and air conditioning.
- State of MI driver's license and reliable transportation.

Experience Preferred but not Required:

- Previous experience repairing Heavy Duty Trucks.
- Previous experience repairing construction equipment.
- Michigan Mechanics Heavy Duty Truck Certification in drive train, brakes and brake systems, suspension and steering systems and electrical systems.
- A valid Michigan CDL License, Group A, with Air Brakes and Tank Endorsement.

Required skills, knowledge, and abilities:

- Knowledge of the methods, materials, tools and standard practices of mechanical repair work on vehicles and equipment.
- Knowledge of the hazards and safety precautions of the trade.
- Knowledge of preventative maintenance and repair procedures for an assortment of vehicles and equipment.
- Skill in troubleshooting and diagnosing problems in vehicles, heavy equipment, tractors, and park equipment.
- Skills in maintaining and repairing a wide range of vehicles and equipment.
- Skill in operating a wide range of tools and equipment, safely and efficiently.

- Ability to operate vehicle hoisting devices.
- Ability to follow verbal and written instructions.
- Ability to complete work order forms.
- Ability to work independently.
- Ability to maintain effective working relationship with co-workers and supervisors.
- Ability to operate a wide range of vehicles / equipment as required.

Typical Duties and Responsibilities:

- Performs preventative maintenance inspections on cars, trucks, park equipment and complex construction equipment which requires hand and eye coordination skills in the operation, manipulation and lifting of hand tools, power hand equipment such as drills, hammers, wrenches and screwdrivers.
- Troubleshoots problems and makes highly technical repairs on a variety of Township heavy equipment and fire apparatus and related equipment.
- Diagnose and corrects problems by observing, listening, reaching and feeling for defective functions of air and hydraulic brake systems, steering, fuel pumps, exhaust systems, electrical connections, engines and drive trains.
- Assists in designing and fabricating parts and equipment for Township equipment which requires the ability to prepare drawings and schematics, and the ability to use a wide range of machine tools which requires hand and eye coordination and high levels of dexterity to manipulate tools in a very precise manner.
- Fabricates devices and performs welding and cutting operations using different types of acetylene torches or arc welding equipment within a controlled environment in a work garage. May be required to perform welding or similar duties in an uncontrolled environment from time to time in order to repair equipment that is operating at an outside location.
- Conducts safety checks on vehicles and equipment by observing, listening, reaching and feeling for malfunctions of safety devices on those vehicles and equipment.
- Makes service calls driving a variety of vehicles which may include pickups, four-wheel drive trucks and tractors. Responds to emergencies for vehicle and equipment maintenance outside of the DPS garage complex.
- Prepares and maintains handwritten and computer-generated work records of garage activities on a daily basis. Must provide verbal and written instructions regarding work orders and other job functions.
- Works with both local and national vendors to procure needed parts by verbally explaining what is required.
- Cleans shop area using a variety of chemicals and cleaning agents such as mineral

spirits, industrial solvents and de-greasers, etc., and a variety of cleaning equipment such as: steam cleaners, safety tanks cleaners, brooms and shovels, and hand-held sprayers.

Examples of job functions listed do not include all tasks which may be found in this position. Duties and responsibilities may be added, deleted or modified at any time.

Physical Capacity Requirements:

Walking, climbing, sitting, standing, reaching, bending, stooping, pulling, pushing, lifting, carrying, hearing, depth perception, peripheral vision, color vision, near vision, and far vision. Ability to lift up to 50 pounds on a regular basis.

Environmental Conditions:

Mechanical garage. Dirt, oil/grease, with smoke and fumes. Worker subject to temperature changes, weather conditions and air pollution as job duties warrant.