

City of Dallas
Classification Specification

Title:	Mechanic	Class Code:	56001
Application:	Career Series	Pay Grade:	C
Supplemental/Code:	Skilled Craft/5	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Assists journey level automotive mechanics, body repairers or plant mechanics in performing preventive maintenance and repair of motorized equipment, vehicles powered by gasoline and diesel engines or maintenance on a variety of equipment at water treatment plants and pumping stations to ensure full operating capacity during routine and emergency conditions.

Essential Functions Depending On Assignment:

1. Pulls, labels, cleans, and places into inventory parts from damaged vehicles to be used in repairing other damaged vehicles.
2. Performs preventive/periodic maintenance, inspections and/or repairs to the fuel, ignition, electrical, braking, and other systems in automotive equipment (including tractors and golf/electric carts) and power tools to ensure safe and operational equipment.
3. Repairs and maintains hydraulic equipment using hand and special tools or certifiable welds to provide functional equipment at all times.
4. Drives a wrecker to work sites or field locations to repair or retrieve city vehicles or equipment.
5. Inventories, checks out, checks in, and orders parts and routine items for equipment and tools.
6. Sharpens lawn mowing implements and blades and performs minor maintenance to maintain the working condition of mowing equipment.
7. Assists in the inspection, dismantling, repair, adjustment, and installation of equipment such as large water pumps, electric motors, and valves under the supervision of a journey-level plant mechanic to ensure water pumping stations and treatment plants are maintained at full operating capacity.
8. Performs scheduled preventive maintenance and inspection of equipment such as routinely checking operating conditions, oil and grease levels, and adjustments to prevent premature breakdown of equipment.
9. Communicates with a variety of employees, divisions, other city departments, and parts vendors to coordinate the repair of equipment and obtain materials.
10. Completes job tickets, work orders and keeps records such as work performed, amount of time required, repairs, parts, and preventive maintenance completed and other paperwork to document work and conditions of equipment.
11. Maintains tools and equipment on assigned vehicle and gathers tools and parts needed for repairs, modifications, and installations.
12. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Knowledge of basic mechanical principles and tool use.

Knowledge of pump overhaul requirements per U.S. Army Corps of Engineers operations manual.

Automotive employees need basic knowledge of hand, pneumatic, and electric tools used in automotive repair.

Ability to diagnose and plan the repair of a wide variety of automotive and diesel mechanical problems.

Ability to read and understand automotive and mechanical repair manuals used in the repair of automotive machinery.

Ability to communicate both orally and in writing.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to complete apprenticeship training for the maintenance and repair of equipment.

Texas "CDL Class A" Driver's License

Working Conditions and Hazards:

Automotive employees subject to kneeling, stooping, crawling, extended standing, and other strains on the body. Often works in a non-climate controlled environment exposed to noise, petroleum distillates, dust, and dirt. May be exposed to electrical shock hazards and toxic chemicals as well as physical danger associated with automotive repair. May be exposed to dangers from heavy equipment and falls from elevated areas.

Plant maintenance employees work both indoors and outdoors and are exposed to inclement weather.

May occasionally be exposed to hazardous chemicals such as chlorine and ammonia.

Requires climbing stairs and ladders, working in meter vaults, lifting, bending, stooping, squatting, and pulling.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.