

CITY OF BRONSON Mechanic

Reports to: City Manager and department leaders as directed

Pay scale: Part-time, hourly

Employment category: At-will

FLSA Exempt: Non-exempt

Residency Requirement: none

Annual Review: Subject to at least annual performance review by supervisor

General Summary

Under the general supervision of the City Manager and in coordination with department management, the mechanic will oversee and perform as appropriate the maintenance on City vehicles and machinery. The mechanic will develop a maintenance inspection plan, perform routine inspections as needed, and provide recommendations and reports to the City Manager as requested.

Essential Functions and Duties

1. Perform routine maintenance on all vehicles and machinery
2. Conduct and document safety inspections on all vehicles and machinery
3. Recommend equipment needs and maintenance strategies
4. Assist in developing specifications for equipment and vehicle purchases
5. Recommend when vehicles and machinery should be replaced or sent to third party maintenance providers

This list may not be inclusive of total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Physical Demands

This job requires the ability to perform physically the essential functions contained in this description. Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one or more of the following physical demands which include, but are not limited to:

1. Talking and listening in person, on the phone, and via radio
2. Written communication both electronic and on paper
3. Climbing stairs and ladders in order to perform inspections and other relevant maintenance
4. Ability to stoop, kneel, crouch, and crawl in order to conduct inspections and maintenance
5. Ability to drive heavy machinery and large trucks
6. Ability to do extensive walking, standing, and other physical tasks in inclement weather and hot or cold temperatures
7. Ability to lift 50 pounds or more and/or lift awkwardly shaped and sized objects
8. Ability to use, operate, and control all city equipment and machines

Working Conditions

1. Exposure to wastewater
2. Exposure to methane gas and other toxic gases and fumes
3. Exposure to chemicals used in treating wastewater or water
4. Exposure to chemicals and other substances routinely or non-routinely used in public works
5. Walking and driving on slippery surfaces
6. Exposure to hot asphalt, cement, and other aggregate materials
7. Exposure to hot tar, gasoline, diesel fuel, and other petroleum products
8. Using chainsaws, lifts, and other potentially dangerous machinery
9. Loud and repetitive noises, vibrations and fumes from machinery and vehicles
10. Work in and around high and precarious places

Employment Qualifications

Education: High school diploma required; Associates degree in a relevant field or college-level coursework in mechanics preferred

Experience: Five years or more of experience as a fleet mechanic or related work

Other requirements: Possession of a valid driver's license and commercial driver's license with appropriate

endorsements; a clean criminal and driving record; licensing as a mechanic and relevant endorsements from the State of Michigan or similar entity

The qualifications listed above are intended to represent minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection and promotional criteria.

Revised June 2014