



**POSITION DESCRIPTION**  
An Equal Opportunity Employer

<b>Class Title:</b>	Mechanic IV	<b>FLSA Status:</b>	Nonexempt
<b>Dept./Div.:</b>	Equipment Maintenance	<b>Civil Service Status:</b>	Unclassified
<b>Reports to:</b>	Operations Manager	<b>Employment Status:</b>	Full-time
<b>EEO Status:</b>		<b>Normal Work Hours:</b>	Day shift
<b>Employee Name:</b>		<b>DOT/O*Net Code:</b>	49-9043.00

**GENERAL DESCRIPTION:**

Under general direction is responsible for a variety of maintenance, routine and complex repairs, and operation of light and heavy-duty gas and diesel vehicles and equipment. Duties also include repairing equipment components, diagnosing problems and preventative maintenance programs.

**POSITIONS DIRECTLY SUPERVISED:**

None.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive: Multiple hand and power tools, welders, machining equipment, and diagnostic tools; desk top computer.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

**JOB DUTIES in order of importance**

**ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:**

Service, repair, adjust, and perform testing on light and heavy-duty vehicles and equipment and system components and equipment, that operate primarily based on mechanical principles. Disassembles, repairs, tunes, regulates, removes, and replaces mechanical parts as needed. Maintains all tools and equipment assigned to employee.

Inspect and diagnose mechanical, electrical, and hydraulic defects in vehicles and equipment to determine extent of repair needed. Read and interpret diagnostic test results using meters, gauges, and computerized and handheld diagnostic equipment. Checks for proper operation of all equipment and reports or repairs any problems or unusual conditions immediately.

Dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear. Replaces or repairs defective engines and subassemblies, such as transmission, and test overhauled equipment to insure operating efficiency.

Inspect used parts to determine the cause of mechanical failure and evaluate whether parts are still usable or need to be replaced; overhaul, repair and adjust engines, standard and automatic transmissions, air and hydraulic brake systems, clutches, differentials, axles and suspension, ignition and electrical systems,



computerized and electronic ignition systems, steering and control systems and generators; perform instrumentation repair; rebuild hydraulic pumps; repair electronically controlled devices heavy equipment; adjust and repair loader bucket assemblies; perform welding; use a wide variety of test equipment and shop tools; overhaul exhaust systems; make emergency repairs in the field; change and repair tires, etc.

Test drive vehicles to ensure proper operation and verification of repairs.

Oversees and maintains preventative maintenance programs and records. Perform routine maintenance and servicing of equipment and trucks, such as but not limited to oil changes, lubrications, and electric system service. Completes necessary paperwork to ensure all records current. Monitors inventory and works with the Department Heads to keep acceptable inventory levels in the maintenance building,

Assists in training personnel in proper daily inspections, maintenance and operating, as applicable, procedures and practices.

Uses hand and power tools, welders, and machining equipment.

Works closely with and communicates professionally and openly with coworkers, management and customers providing friendly and efficient external and internal customer service; responds to requests for information and assistance and meets commitments.

Conform with and abide by all written and non-written regulations, policies, work procedures and instructions; ensures conformance and conforms to all safety rules and use all appropriate safety equipment.

Demonstrates regular and predictable attendance.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned (i.e., assist other utility departments as needed; participate in required training as applicable; etc.).

#### **MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)**

**Knowledge of:** (251) employee handbook and union contract\*; (253) proper safety practices applicable to the industry; (263) department policies and procedures\*; (309) building construction, maintenance, and repair; (312) mechanical maintenance; (313) vehicle maintenance and repair; (314) light and heavy electric construction equipment maintenance and repair; (341) diesel and combustion turbine generator maintenance and repair; (348) gasoline and diesel equipment maintenance and repair; (349) Methods, tools and equipment used in the repair and overhauling of light and heavy duty equipment (350) Preventative maintenance inspection techniques (421) English grammar and spelling; (477) proper safety practices applicable to mechanic industry

**Skill in:** (905) computer operation; (938) operation monitoring; (940) equipment maintenance; (949) welding; (960) operation of light and heavy electric construction equipment, gasoline and diesel equipment, and diesel and combustion turbine generator; (964) proper use of mechanics tools and equipment (e.g., hand and power tools, welders, voltage and amperage meters, and machining equipment.

**Ability to:** (602) carry out detailed oral or written instruction; (604) interpret extensive variety of technical



material in books, journals, and manuals; (608) deal with many variables and determine specific action; (609) recognize unusual or threatening conditions and take corrective action or report to the Lineworker Supervisor for assistance in corrective action; (630) read, copy, and record figures accurately; (654) prepare accurate documentation; (685) train or instruct others; (700) recognize safety warnings; (701) read and use micrometers and gauges; (712) quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns; (724) maintain records according to established procedures; (741) work unsupervised for extended periods of time; (745) develop and maintain effective working relationships with associates, supervisors, officials and general public; (762) lift 100 pounds; (763) demonstrate manual dexterity; (783) see details at close range (within a few feet of the observer); (785) finger dexterity; (786) bend, stretch, twist, or reach with your body, arms, and/or legs; (787) exert maximum muscle force to lift, push, pull, or carry objects; (789) identify parts used on various vehicles and equipment; (790) coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down; (792) see details at a distance; (793) judge which of several objects is closer or farther away from you, or to judge the distance between you and an object; (794) use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing; (797) quickly and repeatedly adjust the controls of tools, a machine or a vehicle to exact positions.

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**QUALIFICATIONS:** An example of acceptable qualifications:

Position requires a high school diploma, associate degree, or trade school certificate. Post-secondary certificates or training as a heavy-duty equipment mechanic a plus; seven (7) years experience in diesel/heavy equipment repair; or an equivalent combination of education, training, and experience which has led to the acquisition of the required knowledge, skills, and abilities. Mechanical knowledge of equipment and tools, including their designs, uses, repair and maintenance, including computerized diagnostic equipment.

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**LICENSURE OR CERTIFICATION REQUIREMENTS:**

A valid Ohio driver's license with possession of Class A Ohio Commercial Driver's License.

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**WORKING CONDITIONS:**

**Facility and Work Area:**

The work performed varies between the maintenance building and field setting with good working conditions, however, is occasionally exposed to precarious places, fumes or airborne particles; toxic or caustic chemicals; and vibration.

**Physical and Environmental Characteristics:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is mainly in the maintenance building or field, exposed to elements but with none continuously present to the extent of being disagreeable.

**The employee:**

- Is required to have specific vision abilities distinguish letters, numbers, and symbols. Frequently required to stand, walk, talk, hear, bend, reach, climb, balance, stoop, kneel, crouch and crawl. Occasionally required to sit. Ability to reach with hands and arms.



- Distinguish temperatures of equipment, to avoid burns
- Handle body vibration from impact tools, such as tire guns and sledgehammers
- Answers telephone calls and frequently bends, reaches, and pushes and pulls file drawers to file records and reports.
- Routinely moves within and outside of the building.
- Uses a computer terminal to access, input, and retrieve data.
- Considerate amount of physical demand; constant lifting or moving of lightweight materials, or frequent lifting for moving of average weight materials, or periodic lifting or moving of heavy weight materials.
- Is required to work in varying conditions, including some inclement weather, extreme cold, extreme heat, noxious odors and fumes, and noise.
- May be required to work hours other than the regular schedule including evening, weekends, and holidays.
- Part-time concentrated attention and coordination with the remainder of the time requiring normal attention.
- Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.
- In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.