



# City of New Philadelphia, Ohio

## JOB DESCRIPTION

**Division/Department:** General Services

**Location:** Street Department

**Job Title:** Head Mechanic

**Reports To:** General Services Superintendent

**Supervises:** N/A

**Hours:** 40 per week, as scheduled by supervisor.

**EXEMPT**

**NON-EXEMPT**

**BARGAINING**

**NON-BARGAINING**

### SUMMARY OF POSITION

Performs general maintenance and repair on various vehicles and equipment used in the Street and Sanitation Departments.

### EDUCATION REQUIREMENTS

- High school diploma or GED, or equivalent training or experience.
- Reasoning:
  - Ability to solve practical problems.
  - Interpret a variety of written and oral instructions.
- Mathematical:
  - Ability to perform ordinary mathematical and algebraic procedures in standard, practical applications.
  - Basic computer skills.

### CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

- Currently hold a valid Ohio CDL Driver's License, Class B, with manual transmission and airbrake endorsement.
- Must have a minimum of five years' experience in repairing automotive and truck equipment, or any equivalent combination of experience and training.
- Mechanical aptitude.
- Ability to frequently bend, squat/kneel, twist/turn, climb, reach above shoulder, and work with cold substances.
- Ability to frequently lift up to 60 pounds; occasionally lift 61 to 100 pounds.
- Ability to walk 4 hours with break and stand 4 hours with break.

<b>Division/Department:</b> General Services		
<b>Location:</b> Street Department		
<b>Job Title:</b> Head Mechanic		
<b>Reports To:</b> General Services Superintendent		
<b>SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:</b>		
<ul style="list-style-type: none"> <li>• Diagnose defects of automobiles, trucks, and general or specialized automotive equipment; performs skilled automotive maintenance on same.</li> <li>• Travels to obtain parts and supplies and responds to emergency road calls/disabled City equipment.</li> <li>• Performs various welding jobs, such as repairing frames, making trailer hitches, and fabricating parts from drawings.</li> <li>• Performs the maintenance of City-owned vehicles and equipment and road tests all vehicles.</li> <li>• Participates in repair and overhaul of chassis units, including brake systems, transmissions, differentials, and front and rear axles of passenger cars, tractors, trucks, road graders, etc.</li> <li>• Installs mufflers, tail pipes, windshield wipers, belts, and alternators.</li> <li>• Performs minor electrical work as required and overhauls engines and changes tires.</li> <li>• Replaces clutches, repairs rear ends, power take-offs, and hydraulic motors.</li> <li>• Updates records of all equipment services for yearly inventory and preventative maintenance.</li> <li>• Maintains records of all purchases, including points, plugs, condensers, oil, grease, anti-freeze, etc.</li> <li>• Prepares requisitions for orders and acquires parts and materials; specifies special items to be fabricated in the shop in accordance with Department policy.</li> <li>• Confers with supervisors concerning maintenance and condition of such equipment.</li> <li>• Assists Superintendent in inspecting new equipment to meet specifications; makes recommendations concerning vehicle or equipment replacement.</li> <li>• Performs repairs on small engines (i.e., chain saws, lawn mowers, snow blowers, cutting saws, etc.)</li> <li>• Attaches, detaches, and maintains snowplows, salt and gravel spreaders, etc.</li> <li>• Performs general garage and work area maintenance and upkeep as necessary.</li> <li>• Consistently checks and responds to incoming email communication.</li> <li>• Performs other work or duties assigned by supervisor or designee.</li> </ul>		
▶ <i>Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.</i>		
<b>WORK EXPERIENCE REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Possess the necessary skills in the safe operation of equipment, per job description.</li> <li>• Must update skills as required.</li> <li>• Ability to communicate effectively both orally and in writing in the English language.</li> <li>• Ability to perform all required duties, both mentally and physically.</li> <li>• Ability to maintain working relationship with other workers.</li> <li>• Can be expected to work at any time and will work shifts.</li> <li>• Ability to work independently and is self-supporting.</li> <li>• Displays discipline and focus in the work environment.</li> </ul>		
REVIEWED BY	Ray Grewell	<i>Title:</i> Superintendent of General Services
APPROVED BY	Ron McAbier	<i>Title:</i> Service Director

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.