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| *Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management reserves the right to add, modify, change or rescind the work assignments or to make reasonable accommodations so that qualified employees can perform the essential functions of the job*. |

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| *SUMMARY* |
| This position performs a variety of semi-skilled to skilled work that maintains and services automotive equipment, including performing routine and major mechanical repairs to gasoline, diesel, and other power-driven heavy equipment. Performs maintenance and repair work on automobile and heavy-duty truck chassis, drive train, air conditioning and exhaust emission systems. Repairs, modifies, or replaces automotive components as applicable. Where assigned, completes maintenance work on emergency response vehicles such as fire apparatus and Police response vehicles. Research parts information and assists in their ordering. Maintains and repairs fixed plant equipment, including the City’s fueling station. Inputs and retrieves information/data using computerized fleet management software. Work is performed under direct supervision and is frequently reviewed by visual inspection of completed tasks.  |
| *ESSENTIAL FUNCTIONS* |
| * Ensures compliance with City policies and procedures to and including all departmental and City Safety Policies and Protocols.
* Operates electronic automotive diagnostic and test equipment including, but not limited, to: OBD scan equipment, battery/charging system test equipment, brake system testing equipment, diesel/gasoline engine electronic test equipment for various diesel and gasoline engine manufacturers, other electronic testing equipment.
* Navigation of computerized electronic parts and service manuals.
* Diagnoses and evaluates repair issues to City vehicles and equipment.
* Electronically prepare work orders and complete information pertaining to repairs including user comments, mileage, vehicle or equipment number, parts and supplies used to accomplish repairs.
* Conduct an effective Preventive Maintenance Program.
* Make repairs to small engines including weed eaters, gas powered cutoff saws, chain saws, mowers, water pumps, generators, and other small engine repairs.
* Responds to vehicle and equipment breakdowns and service calls.
* Maintain accurate records of repairs and parts on vehicle and equipment repairs.
* Operate various tools and equipment used in repairs to City vehicles and equipment.
* Inspects, maintains, and repairs tools and fixed plant equipment.
* Maintains and make repairs to City vehicles and equipment.
* Purchase parts, supplies, and tools.
* Assist in inventory control of parts, supplies, tools, and other equipment.
* Ensures a safe operation of the facility by keeping work areas safe, clean, and organized.
* Provides courteous service to individuals and departments being served.
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| *MINIMUM QUALIFICATIONS* |
| EDUCATION:  |
| A High School Diploma or GED is required. Related technical degree or some college credit is preferred.  |
| EXPERIENCE:  |
| Minimum of two years of experience performing diagnostic, maintenance, and repair work of automotive and heavy equipment; must have basic proficiency with computers, communications radios, and other office equipment. Must be able to read, understand, and interpret schematics, reports, and manuals.  |
| CERTIFICATIONS/LICENSE: |
| Must be able to obtain a Class B Commercial Driver’s License (C.D.L.) with air brake endorsement within six (6) months of employment. Underground Fuel Storage Tank A/B Certification and a minimum of two ASE Certifications preferred at time of employment and required within 12 months of employment.  |
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| RESPONSE TIME: Applicants must be able to report to Public Works facility within 30 minutes for after-hours emergency calls.EQUIPMENT: Must have ability to use personally owned hand tools for this position. Specialty tools and equipment will be supplied by City of Hutchinson. |
| *OTHER CHARACTERISTICS* |
| KNOWLEDGE OF: |
| * Knowledge of methods, tools, materials, parts, and equipment of the Automotive Mechanic trade, principles of operations of gasoline and diesel driven equipment and of mechanical repair methods applicable to medium to heavy trucks and construction equipment.
* Extensive knowledge of occupational hazards and proper safety precautions of the trade.
* Mechanical aptitude, dexterity, and physically able to meet the required labor demands.
* Strong understanding and working knowledge of mathematics and computers.
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| SKILLED IN: |
| * Care and use of hand and machine tools employed in automotive repair work, locating, and repairing defects in automotive equipment.
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| ABILITY TO: |
| * Ability to understand and follow quickly and accurately oral and written instructions.
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| *ENVIRONMENTAL CONDITIONS & PHYSICAL DEMANDS* |
| ENVIRONMENTAL CONDITIONS Position is subject to noise and/or vibration while working in close proximity to moving mechanical parts, electrical current, fluids, solvents, fumes, odors, dusts, mists, gases, and poor ventilation. Work is performed inside and outside and at times will require working occasionally in extreme winter weather and adverse summer heat, humidity, and rain.  |
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| PHYSICAL DEMANDS |
| Must be able to perform heavy manual labor, including lifting heavy weights, stooping, bending, and twisting. While performing the duties of this position, employees may exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Must be able to remain in a standing position for extended periods of time. Requires the ability to lift arms above shoulder level to install and remove overhead components. Ability to lift and carry bulky objects weighing up to 50 pounds (heavier objects with the assistance of another person). Manipulation of tools in areas of limited space is required. Must work safely without presenting direct threat to self and others. Ability to exert up to 100 pounds of pressure using tools that tighten, loosen, or cut. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. |
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**Environmental Conditions & Physical Demands Analysis**

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| In a typical day: | **1-33%** | **34-66%** | **67-100%** |  |
|  | **Occasional Exposure** | **Frequent Exposure** | **Continuous Exposure** | **Additional Notes** |
| Extreme environmental conditions |[x] [ ] [ ]   |
| Excessive noise/vibration |[ ] [ ] [x]   |
| Fumes/Odors |[ ] [x] [ ]   |
| Dust/Dirt |[ ] [ ] [x]   |
| Gases |[x] [ ] [ ]   |
| Chemical agents |[x] [ ] [ ]   |
| Controlled substances |[x] [ ] [ ]   |
| Mechanical and/or electrical hazards |[ ] [ ] [x]   |
| Sharp tools/instruments |[ ] [ ] [x]   |
| Vicious animals |[ ] [ ] [ ]  Not Applicable |
| Hot material |[x] [ ] [ ]   |
| Fire hazards |[x] [ ] [ ]   |
| Cramped quarters |[x] [ ] [ ]   |
| Heights |[x] [ ] [ ]   |
| **Lift/Carry** |  |
| Up to 10 lbs. |[ ] [ ] [x]   |
| 10-20 lbs. |[ ] [ ] [x]   |
| 21-50 lbs. |[x] [ ] [ ]   |
| 51-100 lbs. |[x] [ ] [ ]   |
| Over 100 lbs. (never) | Tandem | Tandem | Tandem |  |
| **Pushing/Pulling** |  |
| Up to 10 lbs. |[ ] [ ] [x]   |
| 10-20 lbs. |[ ] [ ] [x]   |
| 21-50 lbs. |[x] [ ] [ ]   |
| 51-100 lbs. |[x] [ ] [ ]   |
| Over 100 lbs. (never) | Tandem | Tandem | Tandem |  |
| **Climbing** |  |
| Ladder |[x] [ ] [ ]   |
| Steps |[x] [ ] [ ]   |
| Other |[x] [ ] [ ]   |
| **Lower Extremities** |  |
| Squatting |[ ] [x] [ ]   |
| Crawling |[ ] [x] [ ]   |
| Kneeling |[ ] [ ] [x]   |
| Balancing |[x] [ ] [ ]   |
| Bending at waist |[ ] [x] [ ]   |
| Twisting |[x] [ ] [ ]   |
| **Foot Movements** |  |
| Right |[x] [ ] [ ]   |
| Left |[x] [ ] [ ]   |
| **Reaching** |  |
| At shoulder level |[ ] [x] [ ]   |
| Above shoulder level |[ ] [x] [ ]   |
| Below shoulder level |[x] [ ] [ ]   |
| **Hand/Wrist Motions** |  |
| Grasping |[ ] [ ] [x]   |
| Repetitive |[ ] [ ] [x]   |
| Fine manipulating |[ ] [ ] [x]   |
| **Speaking Requirements** |[ ] [ ] [x]   |
| **Hearing Requirements** |[ ] [ ] [x]   |
| **Sight Requirements** |[ ] [ ] [x]   |
| 20 inches or less |[ ] [x] [ ]   |
| 20 feet or more |[x] [ ] [ ]   |
| Color vision |[ ] [ ] [x]   |
| **Other** |  |
| Sitting |[x] [ ] [ ]   |
| Standing |[ ] [ ] [x]   |
| Driving |[ ] [ ] [x]   |
| Walking |[ ] [x] [ ]   |
| Uneven terrain |[x] [ ] [ ]   |
| Personal Protective Equipment (PPE) |[ ] [x] [ ]   |
| Pursue/run |[ ] [ ] [ ]  Not Applicable |