

CLASS TITLE: MECHANIC III

PURPOSE OF THE CLASSIFICATION: Under general supervision performs highly skilled maintenance and repair work on a variety of complex types of automotive and related equipment, and other related assigned duties.

ESSENTIAL TASKS:

- Performs and coordinates journeyman level maintenance and repair of automotive and other equipment; overhauls and repairs gasoline and diesel engines, transmissions and drive trains, heating and cooling systems, alignments, clutches, air brake systems, differentials, exhaust systems, ignition systems, fuel systems, and a variety of small engine driven equipment
- Monitors, troubleshoots, diagnoses, schedules and provides required repairs; researches and locates specialized parts, tools and equipment; provides estimates of resources required including time and parts costs
- Coordinates and performs scheduled and preventative maintenance and repairs of equipment; performs equipment inspections to determine safety conditions and extent of repair work needed; provides technical guidance of maintenance and repair work
- Reviews and determines required repair and maintenance needs; creates work orders outlining information for repair work; maintains work orders in maintenance management system
- Assists with scheduling and providing field maintenance and repairs; operates a variety of automotive and test equipment
- Prepares logs, reports, and records using computerized management system as required; provides estimates of labor and repair costs; prepares equipment specifications; and initiates purchase requisitions
- Maintains parts and equipment inventory levels and updates tracking systems
- Maintains organization, cleanliness and safe conditions of shop, work areas, and equipment
- Serves as a lead worker by providing work direction, training and scheduling of other workers
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) with a combination of five (5) years of vo-tech/post-secondary automotive or diesel mechanical training and/or dealer-level or large fleet experience, including three (3) years at the Mechanic II level.

Employee will be eligible for a one step pay increase following the completion of four (4) of any eight (8) of the ASE Automobile & Light Truck Certifications Tests (A1-A8) **OR** four (4) of any seven (7) of the ASE Medium-Heavy Truck Certification Tests (T2-T8); Upon completion of all ASE required testing that results in obtaining a "Master ASE Technician" status, employee will be eligible for a one additional pay step. Employees obtaining a Fire Apparatus Technician Level 2 certification will be eligible for one pay step increase; upon successful completion of all EVT requirements to obtain "Master Level III" status, employee will be eligible for an additional pay step increase. Employees obtaining five (5) of the ten (10) Ford component certifications (Diesel Engine Performance, Diesel Engine Repair, Automatic Transmissions, Steering and Suspension, Gasoline Engine Repair, Gasoline Engine Performance, Climate Control Systems, Electrical Systems, Manual Transmission and Drivetrain and Brakes) will be eligible for a one pay step increase. Upon successful completion of all 10 Ford certifications that comprise the "EMD/Ford Master Tech" status, employee will be eligible for an additional pay step increase. Failure to maintain certifications from which pay step increase resulted will result in loss of pay step.

Knowledge, Abilities, and Skills: Considerable knowledge of modern methods, tools, and equipment of the automotive trade; considerable knowledge of the operating principles and mechanics of internal combustion engines; good knowledge of hydraulic equipment systems and electronic controls; and considerable knowledge of the occupational hazards and safety precautions of the trade. Ability to perform

heavy manual labor in rather inaccessible spaces; ability to maintain time and material records; ability to utilize computerized systems; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information; ability to expertly diagnose issues based upon experience, analysis, and testing including the operation of complex scan tools. Must have the communication skills, patience and technical ability to assist and mentor lower classification mechanics with the goal of helping them to grow in their knowledge and mechanical abilities. Skill in the care and use of hand tools and machine equipment used in the automotive and mechanical trade; and skill in locating and repairing mechanical, hydraulic, and electrical defects in automotive and related mechanical equipment.

Physical Requirements: Physical requirements include standing and walking; frequent lifting, carrying, pushing, and pulling up to 50 pounds, occasional lifting, carrying, pushing, and pulling up to 60 pounds; frequent balancing, kneeling, bending, reaching, handling, feeling, smelling, and twisting; occasional crawling, and climbing; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Must obtain at least one Automotive Service Excellence (ASE) certification within the first year of employment..Some positions within this classification will be required to -possess a valid Oklahoma Class "A" Commercial Driver's License (CDL) within 6 months of hire; and/or a Department of Transportation (DOT) Inspector's license, Air Conditioning Repair License, Freon Recovery Certificate within six (6) months of date of hire, and Emergency Vehicle Technician Certificate on Fire vehicles within three (3) years of date of hire, and all positions within this classification required to become Factory Certified Technicians on different vehicles in the city's fleet within three (3) years of date of hire. Applicants with aforementioned certifications will be preferred. Applicant must possess an unrestricted driver's license with a clean driving record and a strong technical performance record.

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials, flammable liquids, traffic, cramped work areas, excessive dust, weather/temperature extremes, cutting/chipping/grinding, damp/wet surfaces, snow/ice covered surfaces, insect bites, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas, extreme heights and required to be on 24-hour standby, subject to callback and overtime

Class Code: 7518

EEO Code: N-07

Pay Grade: LT-19

Group: Labor and Trades

Series: Equipment and Plant Management

Effective date: April 25, 2016