

#25/hr. - \$35/hr.

**COLUMBIA CITY**  
**POSITION DESCRIPTION**  
An Equal Opportunity Employer

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**POSITION TITLE:** Mechanic  
**CLASS TITLE:**

**DEPARTMENT:** Electric  
**REPORTS TO:** Superintendent

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**EMPLOYMENT STATUS:** Full-Time

**F.L.S.A.:**

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**JOB RESPONSIBILITIES:**

Maintains and repairs equipment.

**ESSENTIAL FUNCTIONS:**

Checks equipment to ensure proper levels of fuel, lubricants, tire pressure, and for any unusual wear of equipment; changes oil and lubricants; repairs malfunctions on equipment; replaces brakes; changes tires; and puts air in tires.

Repairs diesel and electronic systems on vehicles.

Maintains repair and service ledgers on vehicles; and answers telephone inquiries on services.

Sweeps and cleans work area.

Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other related duties as required.

**POSITIONS SUPERVISED:**

None.

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Date Adopted: 10/10/95  
Date Revised: 8/1/2017

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

(\*Indicates developed after employment)

**Knowledge of:** mechanical diagrams; mechanical maintenance; vehicle maintenance and repair; records preparation and management; department policies and procedures\*; safety rules and regulations\*; and state and federal regulations\* relating to vehicle maintenance.

**Skill in:** mechanical repair; communications; vehicle mechanics; and motor vehicle operation.

**Ability to:** interpret a variety of instructions; deal with problems involving several variables in familiar context; recognize unusual or threatening conditions and take appropriate action; add, subtract, multiply, and divide numbers; copy records precisely without error; complete routine forms; prepare accurate documentation; communicate effectively; recognize safety warnings; maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; perform light to moderate manual labor; and test drive vehicles.

**EQUIPMENT OPERATED:**

Grinders, welders, jacks, press, cutting torch, floor hoist, and small air tools.

**WORKING CONDITIONS:**

Works in a garage and exposed to dirt, dust, and noise; and bends, stoops, lifts, and stands.

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**POSITION TITLE:** Mechanic  
**CLASS TITLE:**

**DEPARTMENT:** Electric  
**REPORTS TO:** Superintendent

**QUALIFICATIONS:**

Secondary education or equivalent with courses and training in basic mechanical repair, vehicle electronics, and diesel repair.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Valid driver's license.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position and will perform to the best of my ability, the job requirements specified in this position description.

\_\_\_\_\_  
Approval of Department Head

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date