



**ORGANIZATION:** City of Lincoln City  
**JOB TITLE:** Mechanic  
**FLSA STATUS:** Non-Exempt, Grade 10  
**UNION:** AFSCME  
**UPDATED:** July 2022

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**PURPOSE OF POSITION:** Perform a wide variety of maintenance, overhaul, and repair functions on gas and diesel vehicles and equipment on a scheduled as well as emergency basis.

**ESSENTIAL JOB FUNCTIONS:**

Inspect, diagnose, repair, overhaul and/or rebuild vehicle and equipment parts including engines, transmissions, fuel and electrical systems, hydraulic and pneumatic systems, fans, starters, alternators, heating and air conditioning, carburetors, power steering, etc. Maintain records of work performed and material usage.

Fabricate, cut, weld, grind, and finish metal parts needed for alteration or repair, as necessary. Prepare, sand and paint vehicles and equipment for corrosion control as required.

Operate various public works equipment, e.g. dump truck, loader, backhoe, roller, etc. Perform routine operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, cleaning, etc., on vehicles used in the maintenance of City infrastructure and various other City vehicles. Adhere to established maintenance schedules on vehicles and equipment, e.g. service, tune-ups, etc. Perform machining work.

Complete reports in manual and computer formats as trained and directed, such as parts inventories. Perform administrative tasks related to ordering parts and purchasing as trained and directed.

Use the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, cooperative and productive working relationships with City staff, other organizations and the public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to the appropriate personnel.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Maintain Safety Data Sheets and safety devices to meet regulatory requirements. Provide assistance to other department staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Equivalent to High School education supplemented by specialized training equal to one year of college in automotive mechanics and two years of directly related experience or three years of directly related experience or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Knowledge of and experience with the methods, materials, tools and equipment used in diagnosing, maintaining and repairing vehicles and equipment; occupational hazards and related safety precautions. Considerable knowledge of operation of various vehicles and equipment, including those typically found in a Municipal fleet. Excellent

**THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.**

communication, organization, time and budget management and attention to detail skills required. Must also possess intermediate computer skills sufficient to perform the reporting and other administrative functions described.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of a valid OR driver's license and a valid CDL or able to obtain a CDL within six months of appointment. Good driving history. Must earn ASE Master Certificate within one year of appointment and engage in ongoing training and relevant certification throughout employment. Current CPR/First Aid card or the ability to obtain one within six months of appointment and the ability to maintain throughout employment.

**DESIRABLE REQUIREMENTS:** Any current ASE certification, dealer or factory certifications, such as automotive and diesel mechanic certification. Welding experience. Machining experience. Experience in a City machine shop.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, squat, bend, kneel, twist, balance, stoop, climb, communicate, reach and manipulate objects, including in, around and under vehicles. Duties may be physically demanding and require the movement of materials, such as vehicle parts, weighing up to 25 pounds on a regular basis and up to 75 pounds on an infrequent basis. Duties require regular operation of light and medium equipment, use of hand and power tools, welding equipment, forklift, etc. Activity and types of duties performed require manual coordination and dexterity over 80% of the work period.

**WORKING CONDITIONS:** The majority of duties take place at the City shop or outside of buildings with exposure to all types of weather conditions and terrain on a year-round basis, bio-hazardous waste, dirt, grease, oil, fumes and chemicals that requires a respirator at times and noise that may require hearing protection. Position is subject to emergency on-call response after normal duty hours.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position.

**SUPERVISION RECEIVED:** Works under the general supervision of the Street's Supervisor and takes direction from the Lead Mechanic.