MECHANIC I
JOB DESCRIPTION

JOB TITLE: Mechanic I	CLASSIFICATION: Service/Maintenance	IMMEDIATE SUPERVISOR: Forman I – Fleet Maintenance
PAY GRADE: 10	DEPT: 4100 Public Works	STATUS: FT PT EXEMPT NON-EXEMPT BARG UNIT NON-BARG UNIT

JOB SUMMARY: Performs skilled work at the entry journeyman level in the maintenance and repair of Village vehicles and equipment.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Performs routine maintenance and preventive maintenance on all Village vehicles.
- Assists the Foreman I in preventive maintenance of all Village equipment including tractors, lawn mowers, generators, pumps and gasoline driven equipment.
- Maintains mileage and fuel consumption logs and checks oil transmission fluid levels of all vehicles.
- Assists in cleaning Village vehicles.
- Assists in preparation and painting of vehicles.
- Transports vehicles to and from outside contractors, picks up and delivers part for servicing and repair of vehicles.
- Fabricates and welds various metal components.

OTHER DUTIES:
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:
Education and Experience:
- High school diploma or equivalent, preferably supplemented by graduation from an approved automotive service school; and
- One (1) year of mechanical experience in similar position.
- Any related combination of training and experience.

Knowledge, Skills and Abilities:
- Working knowledge of the methods, materials, tools and equipment of the automotive mechanical trade.
- Working knowledge of the basic principles of internal combustion engines.
- Working knowledge of related occupational safety hazards and applicable safety precautions.
- Skill in the use and care of equipment.
- Ability to understand and follow oral and written instructions.

- Ability to locate and repair defects in motor equipment.
- Ability to establish and maintain effective working relationships with other employees, and the general public.
- Ability to work independently and in groups, and the ability to complete daily activities according to work schedules.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one by the date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.
- Prefer CDL Class B, or ability to obtain one within 6 months;

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand and walk. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl, and talk or hear.

The employee must frequently lift and/or move up to 50 pounds, occasionally lift and/or move more. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance. Must be able to read and write and clearly communicate.

TOOLS & EQUIPMENT USED:

Sedan vehicles, light trucks, tractors, dump body trucks, electric and gas powered tools, gradall, backhoe, lawn mowers, generators, pumps, welding equipment and other associated items and vehicles.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, and is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, fumes or airborne particles, and vibration. The employee frequently works in

high, precarious places, and regularly works near moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

SELECTION GUIDELINES:
Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION HISTORY:
Created: October 1, 1988
Revised: August 25, 2000
Revised: August 5, 2004
Revised: February 13, 2008
Revised: November 5, 2008