

CITY OF POST FALLS

CLASS SPECIFICATION

MECHANIC/POLICE

Class Code Number:
FLSA Designation:

Pay Grade:
Effective Date:

General Statement of Duties

Performs a variety of skilled mechanical and technical duties to maintain and repair Police Department vehicles; performs related work as required.

Classification Summary

The primary function of an employee in this class is to perform journey level skilled mechanical and technical duties to maintain and repair Police Department vehicles. The Lead Mechanic supervises the position, with considerable latitude granted for independent judgment and initiative. The principal duties of the position are performed in a repair shop environment and include use of electrically powered maintenance and heavy equipment and exposure to fuels, fumes, and solvents.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Inspects and performs preventive and corrective maintenance of the City's Police, vehicles, including cars and motorcycles and other city vehicles;
- Performs maintenance and safety inspection functions including but not limited to, inspecting and replacing such component parts as starters, alternators, generators, batteries, hydraulic cylinders, carburetors, brake systems, and related components;
- Services vehicles and equipment with fluids and lubricants, performing tune-ups, clutch and brake adjustments, mounting and balancing tires, and servicing front end steering and suspension systems;
- Diagnoses, repairs and overhauls a variety of systems including but not limited to, mechanical, electrical, heating and cooling, emissions, hydraulic, air brake, power train, chassis, gasoline and diesel power plants and fuel systems, and related mechanical systems;
- Diagnoses and repairs electronic engine, brakes, and transmission controls;
- Installs specialized equipment in new police vehicles, including but not limited to, radios, emergency lighting systems, push bumpers, prisoner cage, firearms racks and locks, camera equipment, and related equipment and systems;
- Assists in estimating costs and labor or work orders;
- Replaces and rebuilds gasoline and diesel engines, clutch assemblies, transmissions and rear axles;
- Performs repair and replacement work on vehicle body parts when practical;

- Records hours, parts, and activities in a computer maintenance tracking system;
- Maintains repair, inspection, and maintenance records, logs, and documentation;
- Prepares parts and equipment purchase requests;
- Maintains, cleans, and repairs shop tools, equipment, and work areas;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Materials, methods, principles and practices, tools, and objectives of vehicle and equipment maintenance and repair;
- Installation, diagnosis, servicing, and repair of gasoline and diesel engines, brake systems, steering and suspension systems, hydraulic systems, power and transmission systems, heating and cooling systems, vehicle electrical systems, computerized engine controls, and related components and systems;
- OSHA and City safety standards related to diesel, automotive, and equipment repair.

Ability to:

- Follow written and oral instructions;
- Read and interpret technical and service manuals, instructions, and documents;
- Operate vehicle and equipment diagnostic equipment;
- Operate a variety of hand, electric and air tools;
- Perform corrective and preventive maintenance on emergency response vehicles;
- Plan projects and accurately estimate materials;
- Operate a personal computer using program applications appropriate to assigned duties.

Acceptable Experience and Training

- High school diploma or GED equivalency, supplemented with specialized training in automotive/light and heavy equipment; and
- Two (2) years experience in auto or equipment mechanics, including one (1) year computerized diagnostics experience;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Valid Idaho drivers license required;

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal

instructions, discern engine and other mechanical noises, and communicate effectively with the public and other employees;

- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, read gauges, prepare worksheets, review and interpret a variety of written documents, plans, specifications, and technical manuals;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment, a variety of hand, electric and air tools and equipment, and operate a motor vehicle;
- Sufficient body mobility, strength, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to stand for long periods of time; bend, sit, squat, stretch and work in awkward positions for extended periods of time; lift and carry objects weighing up to 80 pounds, and work in a garage/repair shop environment.