



Job Posting Announcement

Position Title: **Mechanic**

Position Summary: The City of Ottawa, Kansas is recruiting for a Mechanic. Under the supervision of the Fleet Management Supervisor, the Mechanic performs skilled mechanical work on a wide variety of vehicles and other mechanical equipment for the City of Ottawa. The employee in this position is required to have considerable mechanical skills related to troubleshooting and repair of gasoline and diesel powered equipment.

How to Apply: Complete On-Line Application at www.HRePartners.com.

Range: Grade 10 - \$18.79 to \$27.24

Date Opened: February 19, 2018

Date Closed: March 11, 2018

Hours: 7:00 am – 3:30 pm

E-Mail Confirmation: After your application has been received by the City of Ottawa, you will receive confirmation by e-mail. Please check your SPAM filter or JUNK Mail. If you have not received information within 48 hours of submitting your application, please call 785-229-3634 to verify application has been received. For additional information, contact Human Resources at 785-229-3634 or e-mail humanresources@ottawaks.gov.

Additional Information: Must furnish own hand tools with sufficient tool inventory to complete daily tasks and work assignments.

The City of Ottawa conducts background checks and drug screening on all potential candidates.

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-3634 at least two days prior to a scheduled test or interview.

The City of Ottawa is an Equal Employment Opportunity Employer.



Job Description

JOB DESCRIPTION

Job Title	Mechanic
Department	Public Works/Fleet Maintenance
Reports To	Fleet Management Supervisor
FLSA Status	Non-Exempt (eligible for overtime pay)
Salary Grade	10
Retirement	KPERS
OSHA	Hazard Communication, Bloodborne Pathogens
Last Update	April 2015

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

Under the supervision of the Fleet Management Supervisor, the Mechanic performs skilled mechanical work on a wide variety of vehicles and other mechanical equipment for the City of Ottawa. The employee in this position is required to have considerable mechanical skills related to troubleshooting and repair of gasoline and diesel powered equipment.

Essential Job Functions

- Coordinate with employees and supervisors of all City departments to schedule and perform a variety of repairs on gasoline and diesel powered vehicles/equipment and miscellaneous hand, air, electric, hydraulic, and power tools.
- Diagnose a variety of mechanical equipment and determine source of problems and methods of repair; travel to job sites if needed.
- Maintain a clean and functional shop.
- Maintain inventory of repair parts and maintenance supplies. Order and install vehicle/equipment components, parts, or products as necessary.
- Act as Garage Supervisor in his/her absence.

Ancillary Job Functions

- Research material for tools and equipment for the garage.
- Participate in budget meetings.
- Fill out necessary repair orders and reports.
- Comply with all City ordinances and policies, as well as federal and state laws and ordinances.
- Assist other departments and perform other related duties as assigned.



Job Description

Education and Experience – An equivalent combination of education, training, and experience will be considered.

- Associate/technical degree in Automotive or Diesel Repair.
- Minimum of three years of experience in the automotive and diesel field.
- Air conditioning certified.
- Mechanical/automotive (ASE) certification preferred.
- Must maintain a valid CDL.

Knowledge, Skills, and Abilities which may be representative, but not all-inclusive, of those commonly associated with this position.

- Thorough knowledge of automotive and heavy equipment mechanics, including diagnostic equipment and methods, electrical systems, gasoline and diesel engines, transmissions and clutches, brake systems, hydraulics, welding, and heating/air conditioning systems.
- Demonstrated ability to operate and maintain all test and repair equipment normally assigned to mechanical shop.
- Ability to operate and maintain vehicles as specified in Essential Job Functions.
- Effective verbal communication skills to report information to various individuals and resolve problems.
- Ability to establish and maintain successful working relationships with other employees, City officials, businesses, and the public.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to work under general supervision and make responsible decisions.
- Ability to use good judgment and think quickly and rationally in difficult or stressful situations.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be required to work in confined spaces or hazardous traffic conditions.
- May be exposed to wet/humid conditions, inclement outdoor weather, vibration, extreme temperatures, mechanical oils, airborne particles/fumes, moving mechanical parts, risk of electrical shock, potentially hazardous or cancer-causing agents/chemicals, or loud noise levels.

Physical Abilities commonly associated with the performance of the functions of this job. The physical demands described below 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 essential functions.

- Must be able to sit, talk, hear, feel attributes of objects, grasp, push, stand, walk, drive, reach with hands/arms, stoop, kneel, crouch, crawl, climb, balance, and move up and down from/to sitting position on the floor.
- Must be able to have repetitive wrist/hand/finger movement and manual dexterity.
- Must have clarity of vision, three-dimensional vision, ability to identify and distinguish colors, and precise hand-eye coordination.
- Must be able to occasionally lift 100 or more pounds.
- Regular attendance is a necessary and essential function.