

CITY OF BRIDGEPORT, TEXAS

MECHANIC APPRENTICE

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

The City of Bridgeport does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City is an equal opportunity employer.

FLSA: non-exempt

STARTING PAY: \$13.25/hour

HOURS: Full Time Monday – Friday 7:00 a.m – 4:00 p.m. with an hour lunch

DEFINITION

To perform maintenance and repair services on City automobiles, power tools, trucks, tractors, motor sweepers and various heavy and light equipment power driven machinery; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Fleet Services Foreman.

Exercises no supervision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Performs skilled maintenance and repair duties involving repairs to gasoline and diesel powered automotive, heavy and light construction, and other power-driven equipment.
2. Inspects, diagnoses and locates mechanical difficulties on a variety of gasoline or diesel powered City vehicles and equipment; repairs, adjusts, cleans and overhauls gasoline, diesel and alternative fuel vehicles and equipment.
3. Diagnoses, maintains, repairs and adjusts engines, transmissions, clutches, differentials, carburetors, generators, distributors and pumps.

4. Repairs or replaces tires; performs preventative maintenance and other inspections.
5. Diagnoses, maintains, repairs and reconditions hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears, chain drives and propeller shafts; fits and adjusts bearings, installs axles, fits pistons and rings and straightens and aligns frames, axles and wheels.
6. Replaces or repairs faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment; adjusts door latches and locks, installs and adjusts electrical system components, air conditioning systems, brakes and ignition systems.
7. Performs a variety of welding tasks to include acetylene welding, soldering and brazing; welds, fabricates and assembles parts and equipment for City automotive and heavy equipment; fabricate and modify tools as needed.
8. Assists in the purchasing of equipment maintenance parts and materials.
9. Responds to field emergencies as needed.
10. Cleans and maintains tools and work area; operates a variety of shop equipment related to assigned duties; maintains a variety of routine records.
11. Drives/operates a variety of City vehicles.
12. Assists other departments as needed and performs other works as required.
13. Attends work regularly as scheduled and remains alert at all times.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Vehicle/equipment electrical systems, axles, transmissions, brakes, steering, suspension and emission control systems.

Procedures of preventive maintenance related to automotive, heavy and light construction equipment.

Operation and care of internal combustion engines and hydraulic equipment.

Methods, materials, equipment and tools used in routine welding and fabrication work.

State laws regulating emission controls, brakes, and lamps.

Tools, equipment and procedures involved in the diagnosis, maintenance and repair of engines and other power driven equipment.

Operation and maintenance of internal combustion engines.

Operation and use of hydraulic and pneumatic equipment.

Small equipment to include chain saws, mowers and hand tools.

Safety precautions and practices necessary when working with power driven and garage equipment.

Diagnostic equipment to include scanners, engine analyzers, volt meters and ohmmeters.

Methods and techniques of diagnosing and maintenance of equipment and vehicles.

Mechanical repair procedures for a variety of complex equipment and vehicle systems.

Complex systems and components of equipment and vehicles.

Hand tools and equipment associated with the diagnosis, maintenance, and repair of mechanical equipment and vehicles.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Independently perform mechanical inspections, complex testing and diagnosis.

Perform simple to complex vehicle/equipment troubleshooting, diagnosis, repair and fabricating work.

Accurately determine mechanical repair needs and estimate the cost and time of repairs.

Use a variety of equipment maintenance tools and equipment.

Document and report all work on equipment utilizing the City's computerized fleet management system.

Use modern, sophisticated test equipment to diagnose and repair automotive equipment.

Test, diagnose, and repair complex mechanical systems within equipment and vehicles.

Operate a variety of equipment related to the performance of equipment services.

Interpret work reports and evaluate work completed.

Read and write at the level required for successful job performance.

Read and understand electrical wiring and hydraulic schematics.

Make repairs to power driven equipment.

Request parts as appropriate for the performance of needed repairs.

Understand and carry out oral and written directions independently.

Complete forms and transfer data from one form to another.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- *communicating with others*
- *reading and writing*
- *monitoring assigned activities and operations*

- *operating assigned equipment.*

Maintain mental capacity which permits:

- *making sound decisions and using good judgment*
- *prioritizing work activities*
- *demonstrating intellectual capabilities.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *standing, stooping, kneeling, bending or crouching for extended periods of time*
- *routine reaching, balancing, twisting, climbing, and reclining on creepers while handling tools and equipment*
- *operating assigned equipment and vehicles.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience performing minor and major vehicle and equipment repair duties including experience in the maintenance of both diesel and gas powered equipment.

Training:

A High School diploma or G.E.D. is required, supplemented by specialized training in mechanical repair or a related field.

License or Certificate

Possession of, or ability to obtain immediately, an appropriate, valid Texas driver's license.

WORKING CONDITIONS

Environmental Conditions:

Repair and maintenance shop environment employees are exposed to the noise of machinery and vehicles, fumes, exhaust emissions, grease, engine oils, solvents, chemicals, dust, electrical hazards, mechanical hazards, vehicle hazards and vibration; exposure to inclement weather when conducting field repairs; environment includes noise and work with moving objects and vehicles. This position requires employees to stand and walk on level and slippery/uneven surfaces, twist, bend, push, pull, crouch, climb stairs, reach, bend and crawl, grasp, drag, lift and carry items weighing 50 pounds or less. Employees may work above shoulder level with power and/or hand tools weighing 15 pounds or less and in confined spaces. Employees drive/operate City vehicles/equipment, assist in the

testing of, and are exposed to, a wide variety of automotive equipment and hand and power tools.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, or walking extended periods of time; light to moderate lifting and carrying; some crouching, stooping, squatting, crawling, reaching, pushing, and pulling when performing maintenance and repair tasks; adequate vision, hearing, and speech required; must be able to operate assigned equipment and vehicles.

DISCLAIMERS

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.
3. Not an employment agreement or contract. The City of Bridgeport has the exclusive right to alter this job description at any time without notice.

A criminal history, driver's license check and drug test are required for employment.

In compliance with the Americans with Disabilities Act, the City of Bridgeport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This 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. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Bridgeport. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to

what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature / Approval

Date: _____

Employee

Employee's Printed Name