

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF161 Auto Equipment Mechanic I (Transit)
POSITION #/TITLE: 0072, 0240, 0803, 0881, 0914 Auto Equipment Mechanic I (Transit)	Adopted: 07-97
	Revised: 03-16

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Fleet Services	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 26
Reports To Position #/Job Code #/JC Title: 2438/NB367/Fleet Services Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Heavy	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Physical Qualifications
Personal Protective Equipment: Safety shoes, safety glasses, hearing protection.	

General Statement of Duties

Provides technical mechanical services in the maintenance and repair of City vehicles and automotive equipment.

Distinguishing Features of the Class

Works under general supervision, with work product highly prescribed, and work method generally prescribed and established in policy and procedures.

Examples of Essential Work (Illustrative Only)

Performs vehicle inspections to maintain vehicle condition and to identify mechanical defects. Writes up repairs as needed;
 Makes minor mechanical repairs and adjustments such as tire pressures, door operating speeds, changing bulbs, brake adjustments, check and change fluids and filters, etc.;;
 Changes or repairs starters, radiators, brake valves and controls, batteries, tires, window glass, electrical components, etc. as directed;
 Maintains, repairs, and services City maintenance equipment;
 Drives buses at garage, to and from road calls, and for other off-site servicing;
 Assists Mechanics II and III with vehicle maintenance and repair as assigned;
 Performs building and grounds maintenance and repairs;
 Assists in vehicle servicing such as fueling, checking fluids, etc. when needed. This may require temporary shift change;
 Assists with plowing and shoveling snow;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Knowledge of mechanical functioning of automotive equipment, and of procedures, methods and techniques of mechanical maintenance and repair;
 Skill in a variety of repair and maintenance functions with automotive equipment;
 Ability to operate the following equipment and tools: mechanical hand tool; hoist; voltage meters and other garage instruments;

Ability to work under general supervision, with work product highly prescribed, and work method generally prescribed and established in policy and procedures;
Skill in interpersonal relations as applied to the public and co-workers;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Documented prior experience to establish competency in duties performed and use of required equipment and tools.

Required Special Qualifications

Valid Iowa Commercial Driver's License (Class B) with passenger and airbrake endorsements and valid Medical Examiners Certificate.
Ability to obtain EPA Section 608 Type II Certification within six months of appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity which permits the employee to operate equipment and tools;
Sufficient personal mobility, which permits the employee to operate equipment.