

# CITY OF GOSHEN, INDIANA

## POSITION DESCRIPTION

**Department or Office:** Central Garage

**Position:** Mechanic

**Job Category:** LTC (Labor, Trades, Crafts)

**Status:** Permanent, Full-time

**FLSA Status:** Non-exempt

**Date of Announcement:** January 04, 2021

**Application Deadline:** Until position is filled

### **Essential Duties and Responsibilities:**

*The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.*

- Repairs and maintains city-owned vehicles.
- Conducts regular and preventive maintenance on city-owned vehicles.
- Advises Fleet Maintenance Manager about potential safety hazards.
- Monitors and replenishes stock inventory.
- Cleans up shop area.
- Operates a variety of equipment, heavy equipment, tools and instruments.
- Ensures safety of others and self.
- Assists other departments as necessary.
- Performs other related/essential duties as required.

### **Minimum Training and Experience Required:**

- High school graduate or equivalency and vocational/technical training in auto mechanics or related field, plus three to five years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

### **Special Requirements:**

- A valid Commercial Driver's License (Class B) is required.
- Air Brake Certification and Automotive Electrical Certification preferred.

### **Minimum Physical and Mental Abilities Required:**

- Ability to utilize departmental equipment and tools including welders, computer, drill press, lathe, milling machine, testing equipment, trucks, loaders, mechanic's tools, diagnostic instruments, micrometer/calipers, cleaning solvents/chemicals, paints/thinners, etc.
- Ability to exert significant physical effort in moderate to heavy work involving lifting, carrying, pushing and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance.

### **Mathematical Ability:**

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, and measure data.

### **Language Ability and Interpersonal Communication:**

- Ability to comprehend and correctly use a variety of informational documents including maintenance reports, technical bulletins, vehicle bar graphs, wiring schematics, scan diagnostic tools and other reports and records.
- Ability to prepare vehicle maintenance reports, safety reports, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

- Ability to accurately record and deliver information and meet deadlines.
- Ability to perceive and discriminate colors, sounds, tastes, textures, odors, and shapes.
- Ability to use independent judgment and common sense.
- Ability to work under stressful conditions, to respond immediately to crisis situations and to balance priorities.
- Ability to communicate effectively with Department Managers, other City employees, union representatives, and the general public both verbally and in writing.

**Environmental Adaptability:**

**Rate of Pay:**

Teamsters Category A (starting at \$22.25/hr) as designated by current salary ordinance.

**Work Hours:**

Monday - Friday, 7:00 a.m. - 4:00 p.m. (hours may vary)

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

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