

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: September 1, 2023

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 \$28.00/hr - (\$30.00 after 1 year)

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. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free