

**CITY OF ANACORTES
JOB DESCRIPTION**

JOB TITLE: Service Mechanic
DEPARTMENT: Public Works, Maintenance
REPORTS TO: Foreman, Equipment Rental

PRINCIPAL PURPOSE OF JOB: To perform majority of maintenance services for City vehicles and equipment.

LEVEL OF AUTHORITY: Receives close supervision in performance of regular, assigned duties. May perform some routine assignments independently following standard procedures.

WORK ENVIRONMENT: Work is performed in the shop or in the field in all kinds of conditions of weather and terrain. Work may involve contact with hazardous wastes and other unpleasant materials when working on sewer jet vacators and garbage trucks. Work performed in this job may place the employee at risk of occupational exposure to bloodborne pathogens

ESSENTIAL JOB FUNCTIONS:

1. Perform routine maintenance service on equipment and vehicles, such as oil change, filter change, and lubrication.
2. Perform tune-ups on all City equipment.
3. Perform repairs and brake adjustments on all City equipment.
4. Change tires and repair flats.
5. As directed, will perform complex repairs, trouble-shooting, and diagnosis of problems.
6. Perform work in accordance with all federal, state, and local laws, rules, and regulations, and within mandated and appropriate safety standards.
7. Participate in Exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001. Observe confidentiality in accordance with WAC 246-100-016.
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ADDITIONAL JOB FUNCTIONS:

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS:

Technical

1. Must possess a valid Washington State driver's license.
2. Must demonstrate mechanical knowledge.
3. Prefer a minimum of two years service station/garage experience that includes service repair work at an apprentice level.
4. Prefer one year or more of service station/garage experience.

Physical Capabilities

1. Physical ability and stamina sufficient to maintain continuous physical effort throughout shift, including frequent lifting, standing, stooping, bending, crawling, reaching, twisting, and climbing.
2. Ability to work in close, confined spaces.
3. Physical strength and ability sufficient to perform heavy manual labor for extended periods under dirty and uncomfortable conditions and in all kinds of weather. Heavy labor is defined, for example, as exerting force sufficient to lift 80 to 100 pounds, sometimes overhead.

Other Capabilities

1. Ability to understand and follow oral and written instructions.
2. Ability to keep accurate log of maintenance activities and work accomplished.
3. Ability to maintain excellent customer relations.
4. Ability to pay attention to detail and focus on providing quality service.

Use of Tools and Equipment

Ability to use all standard tools and equipment necessary to perform duties as described.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The city will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job without accommodation?

Yes No

If testing is required, will you need accommodation?

Yes No

Signature

Date