

City of Mission Job Description

Job Title: **Heavy Truck Mechanic**

Classification: **Non-Exempt**

Department: Sanitation



Division:

Supervisor: Sanitation Director

Effective: 08/26/2020

**I. JOB SUMMARY:**

Under general supervision, the Heavy Truck Mechanic conducts complex and difficult auto mechanic work including repair and maintenance of gas, diesel, waste management trucks and heavy equipment. This position is heavy in preventative maintenance, electrical, and hydraulics along with engine diagnosis and minor engine repair. Employee conducts complete mechanic work including preventive maintenance, proper documentation of work, maintenance and safeguard of working tools and equipment, maintenance of safe and clean working area and correct and utilization of proper maintenance and repair procedures. Employee has daily contact with sanitation employees, vendors and the public, which requires simple courtesies and exercise of tact and diplomacy. This position has no supervisory responsibilities over others.

**II. EDUCATION REQUIREMENTS:**

- Requires a High School Diploma or GED equivalent and 1 year of post specialized training from a technical or vocational institute in automotive technology/mechanics (with a minimum of 6 months certificate in diesel mechanics). Technical or vocational education may be waived or substituted with 3 years of proven work experience as a diesel mechanic.
- Minimum 1-2 years of post-specialized training from a community college, technical or vocational institute in automotive technology/mechanics preferred
- Community college, technical or vocational education may be waived or substituted with 2 years of proven work experience as an auto mechanic.
- Class A or B CDL is a plus

**III. EMPLOYMENT REQUIREMENTS:**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a neat and professional appearance.
- Applicant must have a current valid class "C" Driver License from the department of Public Safety.
- Applicant must provide their own tools necessary to perform the daily preventive maintenance duties and responsibilities.
- Job requires 3 years previous work experience as a diesel mechanic.

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- Position requires thorough technical and mechanical knowledge of all phases of both diesel and gasoline powered vehicles and equipment to perform the tasks as assigned in an effective and expedient manner.

#### **IV. SKILL AND ABILITY REQUIREMENTS:**

- Must have knowledge and capability of using Microsoft Word, Excel, and Access software and internet research.
- Must be able to effectively and reliably plan and schedule daily functions
- Must be customer-service oriented, have a customer friendly attitude and professional appearance at all times
- Must be capable of working with administrators, internal department, other departments and staff to maintain positive image of the division and services
- Ability to review work/job orders with supervisor(s) to obtain descriptions of vehicle problems and to discuss work to be performed and future repair requirements.
- Ability to plan work/job order procedures, using charts, technical manuals, and experience, preparing time-tables for completion of job and cost estimate used in purchasing parts.
- Ability to inspect, test, and listen to defective vehicles/equipment to determine the extent of damage or malfunction(s) by testing components and systems using instruments such as infrared engine analyzers, handheld computers, motor analyzers, chassis charts, pressure gauges and computerized diagnostic devices.
- Ability to follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, adjusting protective guards, tightening loose bolts, replace/adjust headlights and other potentially troublesome areas as well as specified safety devices ensuring that they are in proper operating condition.
- Ability to repair and maintain engines and engine parts, such as fuel injection systems, carburetors, compressors, blowers, generators, distributors, starts, and pumps properly and efficiently.
- Must be capable of working with all mechanical tools, diagnostic equipment, soldering iron and other small tools and hand held tools required to perform maintenance/repairs.
- Must be able to test and interpret diagnostic information to properly adjust, disassemble and repair systems to meet manufacturers' performance specifications. The use of micrometers, calipers and gauges may be necessary.
- Must be capable of properly using hand tools such as screwdrivers, pliers, wrenches, pressure gauges and precision instruments, as well as power tools such as pneumatic wrenches, jacks and hoists.
- Must specialize in repairing and maintaining parts of the engine, such as fuel injection systems, carburetors, compressors, blowers, generators, starters and pumps. Employee is expected to be able to repair virtually any part on the units.

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- Ability to tear down, repair, and rebuild faulty assemblies such as hydraulic systems, power systems, steering systems and linkages.
- Ability to repair, re-align, replace, and/or adjust brakes, shock absorbers, tightens bolts, screws, and/or other suspension components and re-assembling equipment as necessary.
- Ability to repair and service air conditioning, heating, engine-cooling and electrical systems.
- Ability to rewire ignition systems, lights, and instrument panels.
- Ability to repair and adjust seats, doors and windows, and installs and repairs accessories.
- Ability to perform routine maintenance such as oil changes, tune-ups, checking batteries and lubricating equipment and machinery.
- Ability to rewire ignition systems, lights, instrument panels, warning lights, backup camera systems, GPS systems, radios and other electrical found on sanitation vehicles/equipment.
- Ability to repair and maintain vehicles and fire trucks; troubleshoot equipment and vehicle issues; perform major engine, electrical, and fire pump repairs; adjust, repair, or replace breaks; check truck operation and perform annual and semi-annual vehicle maintenance; ensure fluid levels are maintained; take mileage readings of trucks at the end of each month; fuel vehicles; record all maintenance and fuel use; order parts needed for repairs.
- Ability to repair and adjust hydraulic/automated arms, carriages, packers, doors and installs and repairs seals, safety systems, and compressed air systems.
- Conducts work activities in a safe and responsible manner.
- Assists with other mechanic or manual labor work as directed by the Sanitation Director.
- Make estimates of required time and parts needed to complete required repairs; maintain accurate records of time and materials used in the maintenance and repair history of all city vehicles serviced as well as thorough and accurate detailed records/logs on fuel usage, equipment usage, parts requisitions and related matters; prepare reports and summary sheets as required.

**V. EQUIPMENT/MATERIALS:** General office and safety equipment/materials to include but not limited to the following:

- |                             |                               |                |
|-----------------------------|-------------------------------|----------------|
| • Personnel Computer        | - Keyboard                    | - Printer      |
| • Copy machine              | - Telephone                   | - Cell phone   |
| • Fax machine               | - Paper cutter                | - City vehicle |
| • Ten key calculator        | - Manual hole puncher         |                |
| • Computer software         | - Electric hole puncher       |                |
| • Computer mouse            | - Pens, pencils, highlighters |                |
| • Compact disc. & diskettes | - Ruler, stapler              |                |
| • Personnel Policy Manual   |                               |                |



**VI. ESSENTIAL JOB FUNCTIONS:**

- Reviews work/job orders with supervisor to obtain descriptions of vehicle problems, and to discuss work to be performed and future repair requirements.
- Plans work/job order procedures, using charts, technical manuals, and experience, preparing time-tables for completion of job and cost estimate used in purchasing parts.
- Must be capable of properly using hand tools such as screwdrivers, pliers, wrenches, pressure gauges, and precision instruments, as well as power tools, jacks and hoists.
- Inspects, tests, and listens to defective vehicles/equipment to determine the extent of damage or malfunction(s). Conducts tests on components and systems using instruments such as infrared engine analyzers, handheld computers, motor analyzers, chassis charts, pressure gauges and computerized diagnostic devices.
- Follows checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, adjusting protective guards, tightening loose bolts, replace/adjust headlights and other potentially troublesome areas as well as specified safety devices ensuring that they are in proper operating condition.
- Performs routine maintenance such as oil changes, tune-ups, checking batteries and lubricating equipment and machinery.
- Keeps working area clean and orderly.
- Conducts work activities in a safe and responsible manner.

**ADDITIONAL JOB RESPONSIBILITIES & DUTIES (20%):**

- Assist with other mechanic or manual labor work as directed.
- Completes other duties as assigned.

**VII. NON-ESSENTIAL JOB FUNCTIONS:**

- Undertake assignments/projects assigned by department head.
- Attend job related workshops and seminars
- Perform other related duties as assigned to enhance the overall operations and services of the department
- Some unusual working hours, irregular hours or shifts may be scheduled as needed.
- Employee may be exposed to hazards. Employee may work under extreme outdoor weather conditions.



**VIII. WORK ENVIRONMENT:**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Extreme noise	X			
Vibration	X			

**IX. MANUAL DEXTERITY:**

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

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**X. PHYSICAL DEMAND ANALYSIS:**

**MATERIAL HANDLING ACTIVITIES**

Tasks	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level. Boxes from UPS containing brochures. Floor to knuckle level
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
<b>CARRYING</b>	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level. Boxes from UPS containing brochures. Floor to knuckle level
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
<b>PUSH/PULLING</b>	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another. Replenish copier paper. Partial to full arm extension. Open and close file cabinet drawer which may be full.
	6-10 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**

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**NON-MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Frequency</b>	<b>Performance</b>
<b>CLIMBING</b>	<b>O</b>	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
<b>BALANCING</b>	<b>C</b>	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
<b>STOOPING</b> (bending at waist)	<b>F</b>	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down from floor area.
<b>KNEELING</b> (one or both knees)	<b>O</b>	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
<b>CRAWLING</b>	<b>O</b>	Under desk to plug computer, tower, and printer.
<b>REACHING</b>	<b>C</b>	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
<b>TWISTING/TURNING</b> (rotation)	<b>C</b>	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
<b>STANDING</b>	<b>C</b>	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books at shoulder level, opening file drawers, pick up and deliver documents.
<b>SITTING</b>	<b>C</b>	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
<b>WALKING</b>	<b>F</b>	Retrieve paperwork within office and other offices within department up to 50' walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
<b>GRASPING</b> (whole hand activities)	<b>C</b>	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser, filing baskets.

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**

I understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date