

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *Diesel Mechanic*  
**Department:** *Public Works*  
**Reports to:** *Lead Equipment Mechanic*  
**Status:** *Non-exempt /Union*

#### **Job Summary:**

Perform a wide variety of diagnostic, maintenance and repair functions for a wide range of diesel and gasoline powered vehicles and specialized construction, maintenance, fire, police and other equipment in the City shop or field as necessary. Analyze malfunctions and complete repairs. Assist the Lead Equipment Mechanic with customer service, shop and fleet planning, supervisory duties, and day-to-day administration, purchasing, records, safety, and training functions.

#### **Essential Job Functions:**

1. Perform inspections of new vehicles and equipment to ensure conformance with order specifications as to fit, finish and overall serviceability.
2. Make regular service and maintenance repairs in the shop or emergency repairs in the field on equipment such as police cars, fire equipment, pick-ups, refuse trucks, single and tandem axle dump trucks, and stationary equipment such as air compressors and generators.
3. Set-up, adjust and operate engine analyzer, other test equipment and devices.
4. Diagnose malfunctions involving specialized electronics and computer controls, fuel systems, ignitions, mechanical or hydraulic malfunctions. Replace parts and adjust to manufacturers specifications.
5. Perform vehicle and equipment service and preventative maintenance activities as scheduled. Maintain record of vehicle and equipment repairs in accordance with established procedures.
6. Coordinate vehicle and equipment repair activities with outside vendors as authorized when beyond capability of City shop equipment, facilities and available time
7. Repair and/or replace, as appropriate, items such as tires, belts, hoses, brakes, radiators, axles, alternators, differentials, hydraulic cylinders, carburetors, water pumps and electrical components.
8. Remove and replace engines and vehicle drive train components including clutches, transmissions and drive shafts. Accomplish appropriate repairs.
9. Perform minor vehicle body repairs and refinishing activities including upholstery work as required.
10. Assist in supervisory functions and in safety and other training and be a resource to crews, staff, and other division employees.
11. Assist the Lead Equipment Mechanic in shop planning, purchasing, records and computer functions. As requested by other departments, assist the Lead Mechanic to provide cost information on repairs, cost of new/used equipment.
12. Establish and maintain cooperative and effective working relationships with co-workers, supervisors, City staff, vendors, and the general public, and respond in a courteous and helpful manner sometimes in stressful situations.
13. Make certain equipment available for use meets established standards to ensure safe and legal operating condition and that day-to-day shops functions meet safety standards.
14. Perform gas, plasma and arc welding as needed to accomplish vehicle, equipment repairs and fabrication.
15. Fabricate parts within capability of available City shop equipment and time constraints as necessary to accomplish repairs. Also devise and adapt tools, aids, improved work methods and procedures as necessary.
16. Maintain compliance with environmental regulations regarding disposal of fuels and maintenance of vehicle wash rack, pumps and pressure washer systems.
17. Perform small engine equipment repairs such as required for lawn mowers, portable compressors, chain saws, compactors, and serve as a resource to divisions on equipment safety, service, and operations.

#### **Associated Job Functions:**

1. Attend various workshops, continuing education, meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

#### **Performance Requirements (Knowledge, Skills and Abilities):**

- Knowledge of diesel and gasoline engines, automatic transmissions, differentials, trans-axels, vehicle electrical systems, hydraulics, shop techniques, welding, cutting and body work.

- Knowledge and skills with hazardous materials and MSDS practices.
- Ability to apply knowledge of gasoline or diesel engines, maintenance of specialized equipment and the ability to detect, analyze and resolve malfunctions.
- Knowledge of English, spelling, grammar, vocabulary and punctuation.
- Good training and customer service skills.
- Ability to understand and apply technical manual information such as tune-up specifications, mechanical component tolerances and assembly/reassembly sequences.
- Ability to interpret electrical diagrams and to recognize differences in colors to assure safety requirements in vehicle electrical wiring repairs.
- Ability to learn to proficiently operate, train and check out employees utilizing specialized equipment such as single and tandem axle dump trucks, fire fighting equipment, pumps, wheel tractors, refuse trucks and backhoes as necessary, as well as repair activities.
- Ability to utilize a variety of hand and power operated tools and equipment such as open end or combination wrenches, pliers, screwdrivers, socket sets, engine analyzer, hydraulic presses, tire changing machine, wheel balancing machine, radios, diagnostic equipment, etc.
- Ability to perform work in accordance with sound safety practices and to assure accuracy and safety in equipment maintenance activities.
- Ability to use a personal computer and associated City and shop software.
- Ability to continually learn and update skills with changes in technology and fleet requirements.

**Working Environment and Physical Demands:**

Work is performed inside or outdoors under dirty, uncomfortable and hazardous conditions in all types of weather conditions. Work requires the ability and stamina to perform heavy manual physical labor and repetitive lifting throughout a work shift, in addition to normal visual and hearing acuity, substantial manual dexterity, as well as the ability to stand, crawl, climb bend, twist, stoop, kneel while working, and move items weighing in excess of 50 pounds using proper lifting techniques. Work may involve exposure to hazardous chemicals or blood borne pathogens and requires appropriate safety precautions. Weekend and after-hours work is sometimes required as well as 24 hour on-call duty to respond to emergencies.

**Experience and Training Requirements:**

- High school graduation or GED equivalent **with** community college, military or other training, workshops, and equivalent continuing education, **and**
- Five (5) years experience in a similar work situation with emphasis in heavy diesel equipment, automotive, small engines, fabrication, and electronics.
- Must be able to acquire specialized work certifications, including Fire Training Apparatus.
- Must be able to acquire specialized certifications in specific areas of work.
- Must obtain CPR and Industrial First Aid Certification within three (3) months of hire.
- Must pass a Criminal Background and Drivers Abstract check prior to hire.
- Valid Washington State Driver's License and a good driving record.
- Must have or obtain valid Commercial Driver's License (CDL) Class B, with a medical certification, within twelve (12) months of hire.
- Valid Commercial Driver's License (CDL) Class B with medical certification preferred.
- Must pass drug screening at time CDL License is obtained, and periodically thereafter at the City's discretion.

◆ *A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: Hulbert 95

Revised: NWM/HR 7/04, PW/HR 8/10, HR 3/12, PW/HR 5/13, HR 6/15

FLSA: Non-exempt

Salary Range: --

The statements contained herein 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, but 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.