



## City of Oregon

Job Description – Public Works - Mechanic  
Department – Public Works – Street Division

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## General Description: Public Works Mechanic

### Job Description:

#### General Statement of Duties:

Responsible for all phases of fleet maintenance and repair to include preventative maintenance services to ensure property performance, safety, and reliability for vehicle for the City of Oregon.

#### Supervision Received:

Works under the direction of the Superintendent of Streets.

#### Supervision Exercised:

This position does not include direct supervision of other employees. The position will provide guidance to summer laborer employees, and or community service workers when required.

#### Essential Duties and Functions:

- Follow and promote Policy & Procedures of the City of Oregon.
- Service and repair gasoline and diesel engines, brakes, mechanical, and air; front and rear suspensions
- Diagnose all failures of equipment, remove, and replace parts as necessary, and repair any and all mechanical and electrical issues that arise.
- Repairing and replacing damaged or worn parts on all equipment.
- Operating and inspecting equipment to diagnose defects
- Reading and understanding operating manuals, blueprints, and technical drawings.
- Diagnosing faults or malfunctions to determine required repairs, using engine diagnostic equipment such as computerized test equipment and calibration devices.
- Performs all necessary vehicle repairs as assigned, indicating when repairs are complete
- Maintains a safe, clean, productive, and efficient work
- Identifies and reports any repairs found to be necessary to Director of Public Works whether or not any necessary repairs that are above current qualification level.
- Records time spent, parts used, and repairs on the appropriate forms provided as each activity is completed and submitted to Director of Public Works
- Immediately brings unsafe practice or conditions to the attention of the Public Works or City Administrator
- Ensures compliance of work and work area with appropriate state and federal regulations regarding equipment and equipment
- Immediately brings abnormal instances of vehicle abuse and major mechanical problems to the attention of the Public Works or City Administrator
- Take initiative to improve skills as a mechanic by participating in Fleet Technician Career Path
- Stay up-to-date professionally through the selection of quality professional learning opportunities for personal
- Participate as an effective team member who contributes to district, department, and content goals.

- Demonstrates proficient levels of technology
- Utilize time wisely for effective management of job
- Maintain punctuality in daily appointments
- Meet task completion deadlines established by needs of each department.
- Perform all duties as stated in the job description of the Street Department heavy equipment operator position and other duties and accept other responsibilities as assigned when mechanic work is not required.

## Recruitment Requirements

### Experience & Training:

Minimum of 4 years' experience as an automotive or truck repair mechanic. This can be hands-on, classroom training, or a combination of both.

### Knowledge, Skills, and Abilities:

Effective communication and interpersonal skills. Demonstrated mechanical aptitude and ability. Ability to understand and execute verbal and written instructions. Must be cooperative and show initiative towards improving skills. Ability to work productively with minimal supervision. Basic computer skills needed for data entry into maintenance systems.

### Necessary Special Qualifications:

Must possess, , a valid Illinois Driver's License and be able to obtain a CDL without record of suspension or revocation in any state.

### Working Conditions:

Mental Demands – Effective communication; ability to maintain emotional and professional control in all circumstances; maintaining emotional control under stress; working around high noise levels.

Physical Demands/Environmental Factors – Moderate walking, standing, climbing, stooping, bending, reaching; heavy lifting and carrying; working outside and inside; exposure to extreme temperatures and vehicle fumes; working around moving objects and machinery with moving parts.

All other working conditions as listed in the job description for the position of the City of Oregon Heavy Equipment Operator position.

### Tools and Equipment Used:

Public works radio, construction tools, heavy equipment, fleet vehicles, first aid equipment, personal computer including word processing software, spreadsheets, and other relevant technology.

### Physical Demands:

- Must be comfortable working outdoors in extreme temperatures and conditions
- Able to use hands to finger, handle or feel objects, tools, or controls
- Capable of bending, twisting, turning, lifting, stretching, pushing, pulling, and crouching as needed to perform the various essential functions and job duties of this role
- Able to reach with hands and arms
- Able to stand for moderate to long periods
- Able to regularly lift 40 pounds and periodically lift up to 75 pounds

**Hazards:**

Conditions present stress and some potential threat to personal safety during times in the field; may be exposed to toxic materials, and other infectious environments; must deal with unsafe building or physical infrastructure sites; may be required to extend work schedule during emergency situations. The employee is occasionally exposed to adverse weather conditions including extreme heat, cold, wetness and humidity; and to other unpleasant conditions such as odors, noise, vibrations, and heavy machinery.

*The above statements are intended to describe the general nature and level of work being performed by the persons(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required to do this job. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*