CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 546.2

Job Title: **MECHANIC I**

Pay Grade: 11

GENERAL SUMMARY:

Performs preventative maintenance, diagnostics, and repairs of limited complexity to City vehicles and equipment.

RESPONSIBILITIES:

- Performs preventive maintenance activities to vehicles and equipment including but not limited to oil and filter changes, servicing of lubricant and fluid levels, component wear inspection, and systems checks.
- Responds to limited complexity reports of operational/condition issues with vehicles and equipment. Performs systems testing and diagnostics to determine cause and course of repair action.
- Replaces failed vehicle and equipment components of limited complexity.
- Rebuilds vehicle and equipment components of limited complexity as needed.
- Performs vehicle body and paint repairs of limited complexity as well as component upfit and make ready.
- Services vehicles and equipment as needed at garages and at off-site locations.
- Orders parts and updates/completes work orders according to standard operating procedures.
- Uses tools and equipment such as electronic and mechanical diagnostic equipment, tire changers, bench grinders, pressure washers, hoists, jacks, and a variety of hand and power tools.
- Maintains a clean and safe work environment. Performs housekeeping duties. Observes environmental and hazardous material procedures. Works safely and follows all safety procedures.
- Must furnish own hand tools.

SPECIFICATIONS:

KNOWLEDGE:

Ability to read and understand

- Service, repair, and parts manuals,
- Mechanical diagrams,
- Safety and hazardous materials communications.

Basic math and computer skills required.

Basic problem-solving skills.

SPECIFICATIONS: (continued)

Education Requirement: High school degree, GED or equivalent.

Driver's License Requirement: Valid Texas Class C upon hire. Class A or B Commercial Driver's License (CDL) within 6-months of employment.

Must comply with the City of Houston's policy on driving.

EXPERIENCE:

One year of experience in automotive, diesel and/or heavy-equipment maintenance/repair with a focus on automotive systems is required.

Or

One year of full-time, specialized vocational education in automotive, diesel, and/or heavy equipment, such as off-road vehicles.

COMPLEXITY:
Work is somewhat complex and varied and requires interpretation of physical observations, technical data and detailed guidelines, policies, and procedures.

Simple analytic ability required in applying guidelines and standard operating procedures to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense, safety issues and inconvenience.

Work is typically performed under supervision with alternating periods of relative autonomy and general review and within standard operating procedures.

The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy, e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy, e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:
There are routine exposures to significant levels of heat, cold, moisture, air pollution, chemical gases, and substances.

The position may involve periodic exposure to physical trauma of a minor nature such as cuts, bruises, and minor burns.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
Performs related work as required. All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Mechanic Helper
Mechanic I
Mechanic II
Mechanic III
Mechanic IV
Shop Manager

Effective: October 1990
Revised: March 2026