CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 546.5

Job Title: **MECHANIC IV**

Pay Grade: 21

GENERAL SUMMARY:

Performs preventive maintenance, diagnostics, and complex repairs to City vehicles and equipment. Serves as shop leader and oversees/guides diagnostic and repair work of lower-level mechanics.

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 testing.
- Responds to complex 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 all complexity levels.
- Rebuilds complex vehicle and equipment components as needed.
- Performs complex vehicle body and paint repairs as well as component upfit and make ready. Repairs include but are not limited to body panel shaping, substrate preparation, painting, metal and fiberglass fabrication, welding, body filler application and component replacement.
- Services vehicles and equipment as needed at garages and at off-site locations.
- Advises mechanic staff on complex repair issues as needed and may conduct training as necessary.
- Guides diagnostic and repair activities of multiple lower-level mechanics simultaneously.
- 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.
- Stays current on new technology.
- Must furnish own hand tools.

SPECIFICATIONS:

KNOWLEDGE:

Ability to read and understand

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

SPECIFICATIONS: (continued)

Advanced math and computer skills required.

Excellent problem-solving skills.

Education Requirement: High school degree of GED 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.

Required Certifications: Must achieve certification as Texas State Vehicle Inspector within 6 months of employment.

May be required to achieve Emergency Vehicle Technician certification.

May require mobile air (EPA 609) certification.

Aptitude test may be required.

EXPERIENCE:

Seven-year experience of automotive, diesel and/or heavy-equipment maintenance/repair experience is required.

Or

An Associate's degree (at least 18-month program) in automotive, diesel, and/or heavy equipment (off road) technology plus, five-year equivalent of automotive, diesel and/or heavy-equipment maintenance/repair experience.

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

Strong 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 moderate supervision and within standard operating procedures.

The incumbent typically functions autonomously, with the supervisor available in the general area to answer questions as they arise.

The incumbent frequently serves in a lead capacity as a trainer or advisor.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
Frequently serves as supervisor and/or trainer.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation, e.g., scheduling and/or coordinating, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors, and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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: May 2022