

	THE CITY OF KEY WEST Job Description	Union, Hourly Position	
		DATE OF REVISION	09/2011
POSITION	CERTIFIED MECHANIC	MIN. HOURLY WAGE	\$14.1839
DEPARTMENT	Community Services/ Fleet (19-04-544)		
JOB CODE	10058	GRADE	G21

PHYSICAL LOCATION:

- Key West Department of Transportation, 627 Palm Avenue

REPORTING RESPONSIBILITIES:

- Manager of KWDOT or designee

GENERAL FUNCTIONS:

- This is skilled mechanical work in the repair and maintenance of automotive, construction, and other equipment, to include cars, trucks, buses, tractors, and diesel powered equipment. Perform diagnostics, trouble-shooting, repairs and maintenance on City vehicles and equipment, work to include light paint and bodywork on buses, vans, and all other type of vehicles/equipment.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers, City Officials and the general public.
- Able to work a forty (40) hour work week and overtime when necessary.
- Able to use equipment and/or materials as specified in this job description.
- Able to see and hear well enough to perform the duties specified in this job description.
- Able to operate a motor vehicle.
- Able to work outside in all types of weather.
- Able to perform data entry on PC.

EQUIPMENT TO BE USED:

- All mechanic tools and equipment, front-end alignment machine, auto analyzer, air compressor, computers, fuel pumps, fuel sentry and TRAK system diagnostic equipment and other related equipment.

ENVIRONMENT:

- Outside in all weather conditions, mechanical garage, and off premise road calls.

PHYSICAL REQUIREMENT:

- Standing 40%
- Climbing 10%
- Sitting 5%
- Bending 35%
- Reaching 10%

DUTIES/TASKS/JOBS:

- Perform all phases of mechanical repair and maintenance work necessary on all City vehicles and equipment.
- Follow all safety rules and regulations of the Department of Transportation, Fleet Services and the City.
- Keep all tools and equipment clean and in working condition.
- Keep the garage bays, parts and tool room clean.
- Performs all other related work as required.
- Trouble-shoot and repair automotive electrical systems.
- Perform light paint and body work on the vehicles/equipment as required.
- Add to daily maintenance records all repairs and maintenance completed each day.
- Maintain complete set of City owned tools.
- Keep parts and tools stored safely and in their proper place.
- Work in a team managed environment.
- Perform work of equal and lower classifications as assigned.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Mechanical repair experience required.
- Ability to read and complete maintenance forms in English.
- Ability to get along and work well with fellow employees, supervisors and public.
- Ability to use own judgement in day to day matters, working with a minimum of supervision.
- Ability to work well with members of this and other agencies.
- Knowledge of two-way radio operation.
- Considerable knowledge of the occupational hazards and safety precautions of the trade.
- Ability to operate a PC.
- Ability to work as part of a team.
- Ability to diagnose trouble in automotive and other equipment.
- Ability to drive large service vehicles and heavy equipment.
- Five (5) years experience in mechanical operations, including repair and maintenance to all types of City-owned vehicles and/or equipment, experience in paint and body work and wrecker/tow operations.
- Experience in diesel and propane fuels and engines.
- Three (3) years experience in heavy equipment and engine repair and maintenance.
- Experience with hydraulic controls and equipment.
- Must possess a CDL License Class B license from the state of Florida.
- Two (2) years experience in bus engine repair or equivalent experience.
- High School graduation or GED.
- Must possess a minimum of one (1) certification in the mechanical field (ASE or other).

“Safety Sensitive” Job position requirements of the Omnibus Transportation Act, effective January, 1996

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I, _____, have read this job description and hereby agree with the above noted "Acknowledgments" that I meet the requirements and qualifications and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
3102 Flagler Avenue
Key West, FL 33040
Office Telephone: (305) 809-3714**