

# State College Borough Mechanic



## Job Description

**Title**                   Mechanic  
**Department(s)**   Public Works  
**Reports to**           Operations Manager

### Nature of Work

This is a skilled journeyman position working in preventive maintenance and major/minor repairs of motor vehicles and related Public Works department equipment. This also includes the maintenance and repair of small engines. The Mechanic shall work independently or in conjunction with other members of the Public Works department.

### Summary of Essential Job Functions

The Mechanic performs the following tasks:

1. Performs preventive maintenance, tune-ups, and lubrication on Borough equipment and vehicles in conformance with manufacturer's specifications and Borough requirements.
2. Inspects vehicles and equipment for damage and wear. Performs Pennsylvania state and emissions inspections.
3. Changes and repairs all sizes and types of tires.
4. Conducts diagnostic evaluations and completes minor mechanical repairs and minor component replacement and repair, including exhaust systems, brakes, lighting, etc.
5. Completes maintenance and repair orders on a daily basis, state inspection, emissions records, and other documents as required.
6. Completes minor body repair.
7. Performs building repairs when necessary.
8. Responsible for periodic cleaning of shop and equipment.
9. Other related tasks as assigned.

## **Responsibility and Authority**

The Mechanic reports to the Operations Manager but receives daily work assignments from the Chief Mechanic who reviews work for acceptability. The position carries no supervisory authority.

## **Required Knowledge, Skills and Abilities**

The position of Mechanic requires the following knowledge, skills and abilities:

1. Understands the theory, maintenance, and operation of gasoline and diesel engines, as well as simple mechanical parts and units as necessary to successfully complete tasks.
2. Knowledge of proper lubricants and their uses on a wide variety of equipment and vehicles.
3. A working knowledge of plumbing, electricity, acetylene and arc welding, and the operation and maintenance of pumps.
4. Knowledge of occupational hazards and safety equipment repair work.
5. Ability to perform manual labor associated with repair work.
6. Ability to follow oral and written instructions.
7. Willingness to work and cooperate with other mechanics.
8. Willingness to perform other related tasks.

Responsible for keeping all required license and certifications up to date.

## **Minimum Experience and Training**

The position of Mechanic requires a high school diploma or its equivalent, including technical training as a mechanic. In addition, experience in mechanical and automotive work, truck repair and maintenance is required. The Mechanic must have a valid Pennsylvania commercial driver's license, with tanker endorsement and without air brake restriction. The Mechanic must possess a Pennsylvania inspection license and Pennsylvania emissions certification or obtain the licenses with 6 months of employment with the Borough.

## Other Provisions

The Mechanic is required to be on 24-hour call during weekends on a rotating schedule and be available during emergencies.

The Mechanic must possess proper hand tools needed to complete work assignments.

### Additional information

HR use only	
Pay grade	N/A
Management (Yes/No)	No
E/NE status	NE
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