



JOB OPPORTUNITY

THE CITY OF ST. JOSEPH • CITY HALL-HUMAN RESOURCES
1100 FREDERICK AVENUE • ST. JOSEPH, MO 64501
(816) 271-4670

Position Title:	Senior Auto Mechanic (Water Protection)
Wage Rate:	\$14.62/hr (\$30,427.09/yr)
FLSA Status:	Non-Exempt Position Subject To Overtime Provisions
Closing Date:	Open Until Filled

Job Summary/Scope

Repairs and maintains the Water Protection vehicular fleet, station engines, and emergency pumps and generator engines. Assists plant maintenance mechanics when assigned.

Essential Duties and Responsibilities

1. REPAIRS and MAINTAINS Water Protection sludge spreading and hauling fleet.
2. REPAIRS and MAINTAINS outstation emergency generator engines.
3. ESTABLISHES and MAINTAINS a preventative maintenance program for all department vehicles and motorized equipment.
4. PRIORITIZE all maintenance and repair jobs to be performed and ensures that priorities are met.
5. SCHEDULES normal maintenance of vehicles and small engines.
6. SCHEDULES emergency maintenance and repair of vehicles.
7. ESTABLISHES and maintains all maintenance records and ensures that all proper forms are completed.
8. PROCURES and directs procurement of all parts, supplies and equipment required for maintenance operations under his/her purview, consistent with established policy.
9. PERFORMS skilled mechanical work on specialized department equipment.
10. WORKS as a PLANT MAINTENANCE MECHANIC when there isn't vehicle related work to be performed.

Other Duties and Responsibilities

PERFORMS all other related duties as assigned.

Required (Essential) Knowledge, Skills and Abilities

1. Skills in auto and truck mechanics, welding, vehicle maintenance, supervision and interpersonal relationships.
2. KNOWLEDGE of diesel engines, hydraulic systems and vehicle electrical systems.
3. MUST have good knowledge of computerized fleet maintenance system.
4. ABILITY to plan and prioritize work, communicate effectively orally and in writing, maintain accurate and detailed records, understand and follow verbal and written instructions and estimate costs, materials and time required for repair work.
5. FIVE to seven years prior experience in related field required.
6. ASE Certification and ASE endorsements for engine repair, engine performance electrical/electronic systems, ASE Maintenance & Inspection Certificate of Recognition or ability to obtain within probationary period (90) days.
7. MISSOURI Safety Inspectors Mechanic Permit along with a valid Class A CDL with Tanker endorsement required or ability to obtain these requirements within probationary period (90) days.
8. REQUIRED to respond to emergencies as needed.
9. KNOWLEDGE of proper tools and their maintenance and repair.
10. ABILITY to operate computer and use appropriate software.
11. Working knowledge of safety procedures.
12. ABILITY to set up and maintain a proper inventory.

Material and Equipment Directly Used

Operates a variety of equipment, including hand tools used in the maintenance of trucks and equipment. Also operates street vehicles and equipment when making repairs. There may be times when use of personal vehicle may be required.

Working Environment/Physical Requirements

Work is performed under a variety of conditions ranging from extreme heat to extreme cold. Must be able to stand for long periods of time. Also requires such physical activities as climbing, stooping, kneeling and crawling. Must be able to operate equipment with dexterity. Work requires routine lifting objects weighing as much as 30 pounds. Occasionally lifts objects weighing as much as 75 pounds or assists in lifting objects weighing in excess of 75 pounds. May be subject to emergency call-in. Some overnight or day travel may be required for business purposes. Vacation and other leave scheduling shall be requested of and approved by the appropriate supervisor.

Employee Behavior and Conduct

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.

Education

High school diploma or equivalent required.

Passing of a drug screening required prior to appointment.

AN EQUAL OPPORTUNITY EMPLOYER

The City is a Governmental entity subject to Section 504 of the Rehabilitation Act of 1973, which requires that otherwise qualified handicapped individuals be protected from discrimination.

08/05/10