
FLORESVILLE



MECHANIC

Department: Public Works
Fund: Water/Sewer
Title: Mechanic
Classification: Full Time
Pay Rate: Hourly

Position Summary:

Performs mechanic responsibilities for major overhauls, repairs, and maintenance on a wide variety of gasoline and diesel powered vehicles, motorized construction equipment and other power driven machinery and/or tools. Provides technical leadership.

Duties and Responsibilities:

1. Diagnose causes of vehicle, equipment or tool malfunctioning, removes and disassembles units such as transmissions, engines or front end assemblies, replaces worn broken or malfunctioning parts and tunes and adjusts parts and setting so that vehicles operate at the optimum performance levels.
2. Performs regular inspections and inspect condition of vehicles, equipment or tools, and determine the need for repair or service.
3. Performs specialized and highly varied small engine repairs, inspects and renders technical advice or work requiring special attention such as emergency breakdowns.
4. Estimates repair expenses, order parts, reviews and complete work orders, prepares work reports and maintains shop service records.
5. Performs a complete vehicle maintenance program, maintain tools, equipment and working area in orderly condition and generally conducts housekeeping chores.
6. Makes service calls to field or service are locations and may be required to tow-in vehicles or equipment.

The City of Floresville
1120 D Street, Floresville, Texas 78114
(830) 393-3105 FAX (830) 393-2056
cityhall@floresville.net

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7. Perform welding duties as required.
8. Complete assigned tasks only for the time required to finish the work and would then assume duties in other assigned regular position.
9. Run errands, deliver parts, vehicles, tools or equipment to service shops, pick up parts or maintenance items and administer work related services as required.
10. Maintain a good working knowledge for implementation and administering purpose of department procedure, rules, and policies within assigned areas.
11. Maintain a general working knowledge of service supplies and items necessary to function efficiently within the service department environment.
12. Communicates proficiently with City personnel, staff and general citizens by methods of telephone, radio communications and personal contact to direct work service goals.
13. Promotes customer service by receiving with courtesy citizen inquires or complaints, answering the service shop telephone, taking messages and refers to the official or authority.
14. Individual in this position must be able to bend, stoop, and lift objects of various weight and dimensions. Good vision and hearing is also a must.
15. Other duties as assigned.

Skills, Abilities and Education:

1. Methods, materials, tools and techniques used in vehicle and equipment repair and maintenance.
2. Safety practices and procedures
3. Work varying shifts, weekends and holidays
4. Work extended hours out of doors in a variety of weather conditions
5. Two (2) years' experience of training in vehicle/equipment repair and maintenance shop
6. High School Diploma or GED

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