

GARAGE MECHANIC - JOB POSTING



Job Title: Garage Mechanic

FLSA Status: Non-Exempt

Revised: April 2024

Pay Grade: 104

2023-2024 Pay Scale

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$19.21	\$20.17	\$21.17	\$22.23	\$23.34	\$24.51	\$25.74	\$27.02	\$28.37	\$29.29
\$39,947.00	\$41,944.00	\$44,041.00	\$46,244.00	\$48,556.00	\$50,983.00	\$53,533.00	\$56,209.00	\$59,020.00	\$61,971.00

SUMMARY

This is skilled work in the maintenance, repair, and diagnostic evaluation of a variety of heavy trucks, construction equipment, and related gasoline and diesel-powered automotive equipment and vehicles. The employee is responsible for the performance of skilled assessment and repairs of various forms of emergency response and construction equipment ranging from very heavy to small. The employee receives general direction from the Garage Supervisor and is expected to complete assignments through the application of knowledge, skill sets, and independent judgment. This position may be subject to after-hours callouts for emergencies.

ESSENTIAL FUNCTIONS

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Maintenance and repair of fire trucks, police cars, garbage/trash trucks, dump trucks, hydraulic excavators of various sizes and types, pick-ups, compressors, saws, etc. daily
2	M	Assesses equipment status based on physical inspection or provided information and develops a repair or maintenance plan through the application of knowledge, manufacturer's recommendations, and/or experience.
3	H	Repairs and/or overhauls large and small internal combustion engines and associated equipment such as brake systems, cooling systems, safety equipment, hydraulic systems, etc...
4	M	Performs fabrication and modifications to equipment as needed based on information provided by the supervisor or based on knowledge, experience, and understanding of set goals always factoring safety as a priority.

5	L	Maintain equipment records and maintenance logs and ordering parts required for routine maintenance and necessary repairs.
6	L	Perform service calls as needed on equipment that becomes disabled in the performance of duties. Service calls may range from electrical diagnostics and repair to the removal and replacement of engine components or tires and wheels.

OTHER ESSENTIAL DUTIES

- Each employee of the City of Groves is identified by the city to be part of the Emergency Management (EMRT) Response Team before, during, and/or after any emergency or disaster. Emergency Management (EMRT) Response Team members are required to work before, during, and/or immediately after an emergency or disaster.
- Practices Public Works Department PROACTIVE Core Values.
- Regular and reliable job attendance is required.

JOB REQUIREMENTS

JOB REQUIREMENTS	
Formal Education / Knowledge	High school diploma or equivalent required with some formal technical training in the maintenance and repair of light and heavy-duty automotive and/or construction equipment preferred.
Certification and Other Requirements	Possess a Class “B” Texas Commercial Driver’s License
Experience	Over one year up to and including three years of experience in the automotive, heavy equipment, or engine repair industry.
Reading	Basic – Ability to recognize the meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Basic – Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study
Writing	Basic – Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study
Managerial	Receives general direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance is reviewed periodically.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards, and precedents.

Interpersonal / Human Relations Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach an agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
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PHYSICAL STRENGTH DEMANDS

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	Making repairs
Sitting	O	Desk work
Walking	O	Around work site
Lifting	O	Supplies, equipment
Carrying	O	Supplies, equipment
Pushing/Pulling	O	Dumpsters
Reaching	O	For supplies
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard, calibrating equipment
Kneeling	O	Making repairs
Crouching	O	Making repairs
Crawling	N	
Bending	O	Retrieving items from the ground
Twisting	O	Making repairs
Climbing	O	Onto equipment
Balancing	R	On equipment
Vision	C	Reading, observing work duties
Hearing	C	Communicating with co-workers and on telephone
Talking	F	Communicating with co-workers and on telephone
Foot Controls	R	Driving
Other (Specify)		

MACHINE, TOOLS, EQUIPMENT, AND WORK

AIDS:

Hand tools, grinder, welding machine, cutting rigs, drills, impact wrenches, vehicle lifts, tire changers, freon recovery system, compressor, computer, printer, and related software.

ENVIRONMENTAL FACTORS

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	D	Respiratory Hazards	D	Office Environment
Chemical Hazards	D	Extreme Temperatures	S	Warehouse
Electrical Hazards	D	Noise and Vibration	D	Shop X
Fire Hazards	W	Wetness/Humidity	M	Vehicle
Explosives	W	Physical Hazards	D	Outdoors
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	N			
Other (see 1 below)	N			

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED

Work boots, safety glasses, welding hood, cutting glasses, gloves, welding apron.

NON-PHYSICAL DEMANDS

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3) N/A

