

CITY OF LOCK HAVEN

Jan 2025

JOB TITLE: Mechanic
WORK SITE: Public Works Garage (99 Second Ave., Lock Haven, PA)
WORK HOURS: (8Hrs/Day) (40 Hrs./Wk.) normally Mon.-Fri. 7AM-3:30PM
SALARY: \$23.63 per hour, then after probationary period \$24.13 per hour
Plus \$0.30 / hour for DOT Inspection Code 1
Plus \$1.00 / hour for DOT Inspection Code 3
Or plus \$1.50 / hour for DOT Inspection Code 7

BENEFITS:

HEALTH HIGHMARK BC/BS	DENTAL UNITED CONCORDIA	OTHER
Copay: \$15/\$30/\$75	Copay: \$0.00	\$25,000 term life insurance
Deductible: \$0.00	Deductible: \$0.00	\$375 per year in health reimbursements
Individual \$63.68/pay	Individual \$1.40/pay	Prescriptions: \$0-\$50 (30-day supply)
Family \$153.64/pay	Family \$3.79/pay	

PTO: first year 40 hour paid vacation (pro-rated), 10 paid holidays (after 90 days), 32 personal hours, and 8 sick hours per month that can be banked to 640 hours.

RETIREMENT: The city provides a defined benefit pension plan. Employees contribute 6% of base regular hourly wage and receive a guaranteed amount on retirement (aged 65) based on prior years' earnings and years of service, regardless of market fluctuations on investment.

SUPERVISOR: Maintenance Foreman who reports to the Public Works Superintendent

JOB DEFINITION: This is skilled work in the supervision, repair, and maintenance of automotive equipment and related equipment as well as mechanical equipment in city-owned facilities. An employee in this class has the responsibility of repairing, maintaining and inspecting automobiles, trucks, hi-lift, grader, backhoe, street sweeper, plows, spreaders, and other maintenance equipment of the city. Employee schedules all equipment for maintenance through Department Heads and keeps electronic records of the same. The Mechanic I supervises other employees assigned to them including other mechanics on staff.

DISTINGUISHING FEATURES OF THE WORK: Employee plans, repairs, inspects and overhauls all City equipment, keeping electronic records of work performed and makes reports as required from the software provided.

EXAMPLES OF WORK PERFORMED: Supervises and participates in the inspection of all equipment and motor vehicles for compliance with state regulations. Repairs, rebuilds and replaces worn or broken parts of City equipment. Inspects equipment to determine need for repairs or maintenance. Performs related work as required. Employee must be willing to operate equipment as may be required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of:
 - Methods, materials, tools and standard practices of the automotive mechanic trade
 - The principles of operation of internal combustion and diesel engines

- Electric motor repairs
- The care and use of the tools and equipment employed in the repairing and adjusting of automotive and heavy equipment
- In depth grasp of mechanical concepts
- Safety procedures and practices
- Ability to:
 - Diagnose defects in and repair a wide variety of maintenance and construction equipment
 - Communicate orally and in written form, duties and instructions with supervisors and peers
 - Complete arithmetical calculations involving fractions, decimals and percentages
 - Diagnose and complete corrective measures for malfunctions/deficiencies
 - Establish and maintain effective working relations with supervisors, associates and the general public
 - Follow complex oral and/or written instructions
 - Operate city vehicles
 - Work independently using independent judgement and discretion
 - Be cleared for the physical demands of the work through a preemployment physical
- Minimum training and experience:
 - High school diploma or equivalent
 - Successful completion of certificated verifiable vocation technical training in Automotive Technology or equivalent formal training
 - Preferred: Diesel Technician Certificate and Associate Degree in Automotive Technology or related field
 - Three years' experience as an automotive mechanic or a combination of education and training that fulfill this requirement
 - Required: valid certification as a Pennsylvania Department of Transportation Vehicle Safety Inspector Code 1
 - Preferred: valid certification as a Pennsylvania DOT Vehicle Safety Inspector Code 3 and/or 7
 - Required: valid Commercial Driver's license B issued by the Commonwealth of Pennsylvania.
 - Preferred: valid Commercial Driver's license Class A issued by the Commonwealth of Pennsylvania or ability to obtain within 6 months
 - Demonstrated ability in welding with responsibilities that include specifications for component set up, measurements, and plan layout

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The employee frequently is required to stand and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell. During extreme situations, may be required to operate equipment for total period of up to 12 hours per shift and must be able to sit in the operator's station continually for four (4) hours at a time without breaks.

- The employee must be physically agile and able to climb steps, and ladders
- The employee must be able to operate a mobile (vehicle mounted) radio and portable radio for safe operations and for effective communications with all personnel.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

- While performing the duties of this job, the employee regularly works in unheated inside and outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person hired for this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.