JOB ANNOUNCEMENT #21-12

CITY OF BARTLESVILLE

Senior Vehicle/Equipment Mechanic – Garage

JOB SUMMARY:
Under general supervision, repairs and maintains a variety of City-owned vehicles and equipment. Maintains and repairs vehicles including: overhauls engines, transmissions, and rear ends; repairs and services A/C equipment, brakes, electrical components, lights and radios. Repairs flat tires on trucks and other vehicles and equipment. Repairs or replaces hydraulic lines and pumps on road equipment. Repairs electrical generators, saws, lawn mowers, weed eaters and a variety of grounds maintenance equipment. Maintains and repairs City back-up generator. Repairs body damage and paints vehicles; completes refinish; stripes and letters police and fire vehicles. Fabricates parts utilizing welding equipment. Changes water pumps, batteries, transmissions, hydraulic hoses, pumps; changes oil and filter and greases trucks. Performs routine maintenance activities. Calls for parts, orders and picks up parts as needed. Answers telephones and takes messages. Performs other related duties as assigned. Must provide own hand tools.

DESIRABLE QUALIFICATIONS:
Education and Experience: High School diploma or GED; and, five to six years of progressively responsible related experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** Valid State CDL Driver's License (required). ASE certification preferred. **Knowledge of:** Methods, tools and equipment utilized in the repair and maintenance of a wide variety of vehicles and equipment. Hydraulics, electrical systems, gas and diesel engines. Air condenser systems. Techniques utilized in welding and fabricating parts. Scan tool operations and testing pressures for computers in a variety of vehicles. Vehicle paint and body repair techniques. Recordkeeping, report preparation, filing methods and records management techniques. Standard business arithmetic, including percentages and decimals. **Skill in:** Diagnosing and repairing a variety of vehicles and equipment. Communicating clearly and effectively, both verbally and in writing. **Mental and Physical Abilities:** Ability to understand and carry out verbal and written instructions, giving close attention to detail and accuracy. Ability to write simple correspondence. Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth. Ability to deal with problems involving several concrete variables in standardized situations. While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 150 pounds. **Working Conditions:** While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock, and work with explosives. The incumbent's working conditions are typically loud. Must be able to work in a very stressful environment where constructive feedback from others is encouraged. Must not pose a direct threat or significant risk of substantial harm to the safety or health of himself/herself to others. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the City's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel. Must maintain regular and acceptable attendance at such level as is determined in the City's sole discretion. Must be regularly available and willing to work such hours as the City determines are necessary or desirable to meet its business needs. Must be available and willing to work overtime per day or per week as the City determines is necessary or desirable to meet its business needs.

HOW TO APPLY: Submit Application at the City of Bartlesville Job's website. Link listed below:
https://www.cityofbartlesville.org/city-government/human-resources/employment-application/

Accepting applications: April 29, 2021 through May 14, 2021 or until filled.

Salary varies depending upon qualifications; salary range $16.72 - $25.09 per hour.

AN EQUAL OPPORTUNITY EMPLOYER
City of Bartlesville
401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4277