

**51671 – MECHANIC 1
CITY OF PARMA
276 – SERVICE DEPARTMENT**

JOB SUMMARY

The **Mechanic 1** makes major and minor mechanical repairs on various types of gasoline and diesel-powered equipment. The incumbent works under the general direction and supervision of the mechanic supervisor. Performance of the core objectives of the position are essential job functions. This position is “classified” within the Civil Service of the City of Parma.

WORK ACTIVITIES

Inspection Duties

- Inspects and diagnoses mechanical defects in automobiles, trucks, graders, rollers, compressors, air tools, mowers and other mechanical equipment *

Installation Duties

- Installs batteries, tires, wiring, door glass, window glass, door handles and brakes *
- Installs all parts related to major and minor repairs *

Repair Duties

- Repairs mechanical defects in automobiles, trucks, graders, rollers, compressors, air tools, mowers and other mechanical equipment *
- Tears down mowers and performs general overhauling *
- Repairs transmissions, differentials, carburetors, distributors, fuel pumps, lights, steering gears, starters, generators, universal joints and hydraulic systems *
- Repairs auxiliary equipment such as pumps *
- Occasionally makes emergency repairs out of the shop *
- Performs gas or arc welding when necessary *

Construction Duties

- Builds specialized equipment such as brackets or adapters *

Maintenance Duties

- Aligns wheels *
- Adjusts brakes *

Record-keeping Duties

- Maintains records of repairs made, orders and timesheets *

Other Duties

- Performs all other related duties as assigned +

* Denotes essential job functions

+ Denotes essential job functions, scheduling accommodations possible

TOOLS AND EQUIPMENT USED

- Batteries
- Brakes
- Carburetors
- Differentials
- Distributors
- Door Glass
- Fuel Pumps
- Gas or Arc Welder
- Generators
- Hydraulic Systems
- Lights
- Starters
- Steering Gears
- Tires
- Transmissions
- Universal Joints
- Window Glass

JOB CONTEXT

The **Mechanic 1** normally works a 40-hour work week in one of three shifts; 7 a.m. to 3:30 p.m.; 3 p.m. to 11:30 p.m.; or 11 p.m. to 7:30 a.m. The incumbent is on call 24-hours a day, including weekends and holidays during emergency conditions. The position is full time with benefits and operates 12 months a year. Regular and consistent onsite attendance is an essential job function. The **Mechanic 1** performs his/her duties mostly within a temperature and climate-controlled environment in the Service Garage. Occasionally, the incumbent will be called upon to make emergency repairs outside of the shop. In this case, weather conditions may vary. The level of stress of this position depends on the conditions of the jobs. The physical activities of this position can be classified as intense due to the heavy amount of manual labor in vehicle repair.

JOB QUALIFICATIONS

Upon hire, a **Mechanic 1** must have:

- A high school diploma or equivalent
- A minimum of five (5) years mechanical experience
- Must have own tools and box

After hire, a **Mechanic 1** must have:

- Familiarity with the geography of the City of Parma in case onsite emergency repairs are needed
- A valid State of Ohio driver's license; Class A

In accord with the Collective Bargaining Agreement between the City of Parma and Parma Service Workers, Local 1, which expired March 31, 2020, the annual hourly rate for **Mechanic 1** is \$28.53 per hour. The City of Parma is an equal opportunity employer. The new hire probationary period is one year.

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