

## EQUIPMENT MECHANIC

The City of Port Arthur seeks qualified applicants to fill the position of Senior Equipment Mechanic or Equipment Mechanic II, depending on experience and qualifications. The ideal candidate will have significant experience in the inspection, diagnosis, and repair of heavy-duty diesel trucks and equipment (ex. dump trucks, heavy-duty pick-up trucks, commercial vehicles); a variety of gasoline engines and vehicles. Experience with automotive and commercial vehicle electronics is also desired.

Any combination of experience and training equivalent to completion of the twelfth grade plus a minimum of two (2) years specialized training in the maintenance of both diesel and power-driven equipment and knowledge of tools, equipment, and procedures used in the overhaul, repair, and adjustment of mechanical equipment. Candidate must possess or be able to obtain, within sixty (60) days of hire, a valid Texas Class A or B Commercial Drivers license.

Salary may range from \$37,218/annually to \$48,382/annually, (DOE&Q). There will be temporary and regular position appointments. Interested applicants should submit **1)** a letter of interest, **2)** a résumé, and **3)** a signed Disclosure and Release Form (a copy of which may be obtained from [www.portarthur.net](http://www.portarthur.net) under the Employment tab), no later than 5:00 P.M. on **April 30, 2015** for first review to:

CITY OF PORT ARTHUR  
Human Resources  
P.O. Box 1089  
Port Arthur, Texas 77641-1089  
Fax: (409) 983-8282  
Email: [cheryl.gibbs@portarthurtx.gov](mailto:cheryl.gibbs@portarthurtx.gov)  
**(EEO/AA/V/F/RC/H)**

## JOB DESCRIPTION

JOB TITLE: SENIOR EQUIPMENT MECHANIC EXEMPT:  
REPORTS TO: EQUIPMENT MAINTENANCE SUPERVISOR NON-EXEMPT:  
DEPARTMENT: PLANNING DIVISION:  
SALARY RANGE: 28

### DEFINITION

To lead and assist skilled and semi-skilled mechanics; and make minor and major mechanical repairs to automotive, diesel and other power-driven equipment.

### Distinguishing Characteristics

This is the advanced journey level in the Equipment Mechanic series. Positions assigned to this class perform a full range of journey level automotive and equipment maintenance typical assigned to Equipment Mechanic II. However, positions assigned this class are distinguished from lower level equipment mechanic classes in that a Senior Equipment Mechanic assumes responsibility for providing lead supervision and training for entry and journey level Equipment Mechanics, and regularly performs the most complex maintenance and repair work in the shop.

### SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Equipment Maintenance Supervisor.

Exercises functional and technical supervision over lower level equipment maintenance staff.

### EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES -

Duties may include, but are not limited to the following:

Assist other mechanics in the performance of mechanical repairs as required.

Inspect, diagnose, and locate mechanical difficulties on City automobiles, trucks, and a variety of internal combustion engine powered maintenance and construction equipment.

Lead, train and assist journey level semi-skilled mechanics; assign work to mechanics; assist the Equipment Maintenance Supervisor in the day-to-day supervision activities.

Maintain work, time, and material records.

Order necessary parts and supplies.

Assist other mechanics in performance of mechanical repairs as required.

Requisition, issue, and pick up and deliver automotive and equipment parts and supplies.

Clean and wash motorized equipment.

Sweep and vacuum car interiors.

Wash windows, tighten body bolts, sweep, wash and otherwise keep shop and equipment in a clean and orderly condition.

Maintain mental capacity that allows the capabilities to:

- Exercise sound judgment and rational thinking under stressful conditions.
- Evaluate various options and alternatives and choose a course of action.
- Prepare complex policies and recommendations.
- Operate effectively in an economically and culturally diverse environment.

Maintain physical condition that will allow the capability to perform the following:

- Running, walking, crawling, or standing for up to ten hours per day.
- Climbing stairs and ladders.
- Moving loads of approximately 25 to 50 pounds.

Maintain effective audio-visual discrimination of perception for:

- Making observations.
- Reading and writing.
- Operating necessary assigned equipment.
- Communicating with others.

#### QUALIFICATIONS

Knowledge of:

Lubricating system and oils and grease and attachments used in lubricating automotive and related equipment.

Less complex components of automotive equipment.

Safe work practices.

Ability to:

Understand and follow oral and written instructions.

Keep simple records.

Service automotive and heavy equipment according to City procedures.

Supervise and train assign personnel.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way would be:

Experience:

Three years of increasingly responsible experience performing automotive and heavy equipment servicing work.

Training:

Equivalent to completion of the twelfth grade supplemented by training in the maintenance of internal combustion engine powered equipment

License or Certificate:

Possession of or ability to obtain, an appropriate Texas driver's license.



CITY OF PORT ARTHUR  
Equipment Mechanic II (Continued)

**Knowledge of:**

Vehicle and equipment maintenance practices and procedures.

Operation and care of internal combustion engines.

Various vehicle types and repair methods.

Basic principles, practices and techniques of vehicle inspection.

Safe work practices.

Operational and repair characteristics of a wide variety of city owned light and heavy equipment and vehicles.

Pertinent Federal, State and local codes, ordinances and regulations.

**Ability to:**

Inspect, repair and replace parts and materials related to mechanical equipment.

Interpret Federal, State and local codes, ordinances and regulations, particularly those pertaining to safe and environmentally sound vehicle and equipment operation.

Understand and follow oral and written directions.

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *evaluating equipment and vehicle malfunctions*
- *operating assigned equipment*
- *communicating with others.*

Maintain mental capacity which allows the capability of:

- *making sound decisions*
- *evaluating various repair alternatives and making appropriate choices*
- *demonstrating intellectual capabilities*
- *diagnosing mechanical difficulties.*

CITY OF PORT ARTHUR  
Equipment Mechanic II (Continued)

**Ability to:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing or sitting for extended periods of time*
- *lifting, moving and operating heavy equipment and materials*
- *stooping, bending or crawling in order to make repairs*
- *repairing, inspecting and replacing vehicle parts and materials*
- *operating assigned equipment.*

Effectively deal with personal danger which may include exposure to:

- *hazardous chemicals and materials*
- *heat, fumes and smoke*
- *electrical hazards*
- *explosive materials including overinflated tires*
- *confined work places*
- *extremely loud noises.*

Establish and maintain cooperative relationships with those contacted in the course of work.

Perform journey level mechanical work including the troubleshooting of equipment for both major and minor repairs.

Work independently in the absence of supervision.

Accurately determine mechanical repair needs and estimate the cost and time of repairs.

Operate a variety of tools, equipment and machinery including pressure washers, buffers, scrapers, grinders, drill presses, hydraulic gauges and hose machines, jacks, overhead cranes, torches, air jacks and drills, wrenches, screwdrivers, ratchets, testing machinery, band, chain and portaband saws, air compressors and other related materials used to repair mechanical equipment.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

CITY OF PORT ARTHUR  
Equipment Mechanic II (Continued)

**Essential Duties and Responsibilities:**

Order and maintain mechanical parts and supplies and other related materials.

Overhaul, repair and adjust engines, transmissions, differentials, and clutches; tune up engines; replace ignition parts; clean and adjust carburetors.

Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, fan belts, brake shoes and pads and related parts and equipment; prepare and replace such components as generators, distributors, relays, lights and switches.

Inspect vehicle fluid levels; replenish low fluid levels.

**Other Important Responsibilities and Duties:**

Participate in a variety of activities involving travel within city limits which may include repairing equipment in field operation and collecting parts.

Assist with preparations for city auctions and fundraisers; prepare vehicles for auction including stripping and scraping city logos from automobiles.

Maintain and update work, time and material records.

Install windshields and window glass.

May repair wheelchair lifts as necessary.

Assist other mechanics in the performance of mechanical repairs as required; provide training and direction as necessary.

Sweep and vacuum car interiors; wash windows; tighten body bolts; sweep, wash and otherwise keep shop and equipment in a clean and orderly condition.

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Tools, equipment, and procedures used in the overhaul, repair, and adjustment of mechanical equipment.

CITY OF PORT ARTHUR  
Equipment Mechanic II (Continued)

**Experience:**

Two years of experience performing duties comparable to those of an Equipment Mechanic I in the City of Port Arthur, preferably including practical experience in the maintenance of both diesel and gas powered equipment.

**Training:**

Completion of formal or informal training which provides the ability to read and write at a level required by the job including specialized training in the maintenance and repair of gas and diesel powered equipment.

**License**

Possession of an appropriate Texas Class A or B Commercial Driver's License (CDL).

NOTE: Regular attendance is deemed an essential duty for this position.