



Mechanic

Salary Range, Level I: \$15.22 - \$22.82/hr
Deadline for Applications: March 21, 2018
Plus Benefit Package

The Town

The Town of Payson, nestled among the majestic mountains of the Mogollon Rim, a 7,000 foot, 200 mile long escarpment, is located at the intersection of State Routes 87 and 260, 90 miles north of the Phoenix metro area and 90 miles south of the City of Flagstaff. Payson, surrounded by the Tonto National Forest and the world’s largest stand of virgin Ponderosa Pines, is graced with spectacular natural beauty.

At an elevation of 5,000 feet, the area enjoys a mild climate that accommodates year-round outdoor exploration. Residents and tourists alike enjoy snow covered, fragrant pine trees while cross-country skiing in the winter and extremely pleasant temperatures in the spring, summer and fall while they hunt, fish or hike.

As of the 2010 U.S. Census, the population of the Town of Payson was 15,301. Payson residents enjoy full-service public safety departments, a water utility, parks and recreation, library, and community development among other governmental services.

The Department

The Streets Division is responsible for the construction and maintenance of the Town’s approximately 106 miles of roadway. This includes roadside right of way and drainage maintenance, sidewalk and curbs maintenance in designated areas, street lighting, snow removal, street sweeping, pothole repair and street striping. This division also provides information regarding signs, sidewalks, culverts and repairs. This division reports to Public Works.

The Position

A Mechanic assists in planning, organizing and coordinating the Town maintenance shop for various departments, performs general maintenance and repair work on heavy equipment, automotive equipment, and various mechanized hand tools. Job duties also include keeping records of all work performed, scheduling of preventative maintenance, and recommendation of parts and supplies for orders.

The Ideal Candidate

Minimum Qualifications

Graduation from an accredited high school or GED equivalent and three (3) years experience as a mechanic in both gasoline and diesel engines; or any equivalent combination of education and experience that provides the required skills and abilities for the position. Must possess a Commercial Drivers License (CDL) or the ability to obtain same within 60 days from the date of appointment.

Requirements

- Knowledge of the methods, tools and equipment used in the repair and maintenance of automotive, truck, medium equipment, heavy equipment, and mechanized hand tools
- Knowledge of the principles of operation of internal combustion engines, including the ability to diagnose a wide variety of major and minor mechanical issues
- Basic computer skills to include word processing skills and working with a spreadsheet
- Must be able to pass the medical examination for a CDL as well as pass drug and alcohol screenings as dictated by the Department of Transportation

****PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS AND REQUIREMENTS****

Benefits

Paid Time Off: Full time general positions accrue 156 hours of paid time off per year for the first 2 years of service. Full time Fire Department shift positions accrue 234 hours of paid-time-off for the first 2 years. Accruals increase with years of service.

Holidays: Full time positions (minimum 30 hours per week) accrue 10 paid, eight-hour holidays per year. Holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving Day, and Christmas Day.

Personal Days: Management positions accrue 24 hours of personal leave per year. Any personal time hours remaining on December 31, will be deleted.

Health Insurance: Positions with a minimum of 30 hours per week are eligible for employee/employer cost shared medical, dental, vision and life insurance benefits. Additional employee paid life insurance, AD&D, short and long-term disability benefits are also available.

Retirement: Employer/Employee contribution shared participation is required for full time positions. General positions will participate in the Arizona State Retirement System. Certified Police and Fire positions will participate in the Arizona Public Safety Personnel Retirement System.

Application Procedure

Filing Information: This recruitment will close at **4:00 p.m. MST** on the deadline date. Please submit a completed Town of Payson employment application. We require either a Town of Payson employment application or a current resume, but we prefer to receive both documents. Faxed applications and/or resumes will be received at (928) 474-1151. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the employment page of the Town of Payson's website at <http://www.paysonaz.gov/Departments/hr/employment.html>.

Candidate Selection: Only those candidates who appear best qualified, based on the requirements of the job description and review of all submitted applications and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job related experience, knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information in the application. The Town of Payson will NOT accept any additions, corrections or revisions to a candidate's application or supplemental documentation after the deadline for accepting applications has passed.

You will be contacted if you are selected for an interview. You will also be contacted by postal mail if you are not selected to participate in the testing and interview process. We are not able to respond to follow-up e-mails or phone calls.

General Comments: The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. The job description is subject to change as the needs of and requirements of the job changes.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. Town employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The Town of Payson is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and provide evidence of entitlement to work in the United States. We verify through E-Verify.

Please note: Town applications are public record.

Town of Payson
Job Description

Position Title: **Mechanic I**

FLSA Classification: **Non-Exempt**

Pay Grade: **44**

Department: Streets – Public Works

Reports To: Senior Mechanic

Approved By:

The fundamental reason this classification exists is to perform specialized skilled journey-level mechanical and technical work in the maintenance and repair of a variety of Town vehicles to include Police and Fire vehicles, light to heavy duty trucks, cars, and other related vehicles and equipment. Incumbents exercise considerable independence in diagnosing drivability, repairing deficiencies, and verifying proper performance. This classification may inspect completed work and provide mechanical and technical assistance and training to other Mechanics. Although repair jobs performed are generally inspected upon completion, incumbents must be able to carry out all phases of the work from start to completion without assistance and are expected to exercise independent judgment in determining methods of repair after receiving written or oral instruction concerning the operating condition of a piece of equipment. Work is performed under the general supervision of a Mechanic II and is subject to a quality control inspection.

GENERAL PURPOSE

Assists in planning, organizing and coordinating the Town maintenance shop for various departments, performs general maintenance and repair work on heavy equipment, automotive equipment, and various mechanized hand tools. Assists in keeping records of all work performed and scheduling of preventative maintenance and recommends ordering of parts and supplies. This is the first of two classifications.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs computerized drivability diagnostics, repairs, tests and adjusts all types of diesel, gasoline and alternative fuel engine and emissions systems to manufacturer specifications;
- Diagnoses, adjusts and repairs electric systems;
- Performs all types of equipment and vehicle maintenance including but not limited to oil changes, replacing filters, lubrication, wheel bearing service, tire service, transmission service and differential service;
- Diagnoses, locates and repairs defects in electrical, electronic, and computerized vehicle systems including but not limited to anti-lock brakes, traction control, supplemental impact resistant (air bags), lighting systems, starting and charging systems, emission control systems and transmission systems;
- Diagnoses, adjusts, and repairs braking systems, including but not limited to replacing friction materials, resurfacing rotors and drums, replacing sensors, actuators, and hydraulic parts;
- Diagnoses, repairs and replaces components on miscellaneous systems, such as doors, windows, locks, handles, interior and exterior trim;
- Diagnoses, repairs, adjusts and replaces computerized climate control air conditioning and heating system components;
- Diagnoses, adjusts and repairs drive trains, including but not limited to clutches, manual/automatic transmissions/transaxles, transfer cases, drive shafts and differentials;
- Diagnoses, adjusts and repairs all types of suspensions including but not limited to replacing

- shocks/struts, replacing bushings, replacing ball joints/king pins and springs;
- Diagnoses, repairs and replaces 12 and 110/240 volt computerized electronic components on all types of vehicles and related equipment systems and computerized emergency vehicle and related equipment lighting systems;
- Diagnoses, adjusts and repair all types of conventional and computer controlled mobile air condition systems;
- Diagnoses equipment for proper operation by using test equipment, operating and/or road testing;
- Repairs vehicle and related equipment body components, trim hardware and accessories;
- Performs service calls making repairs or towing as needed;
- Performs all maintenance, repairs, and disposal of generated wastes according to applicable town, state and federal environmental laws;
- Prepares and keeps records related to automotive repair work, work order requests and status, labor expenditures, estimates and proposed or completed projects;
- Performs repairs on Heavy equipment by welding, rebuilding and replacing broken parts. Removes and replaces major engine and drive train parts such as engines, transmissions, and differentials. Operates various machines such as lathes, drill presses, and related shop equipment and tools;
- Inspects, maintains and repairs varied automotive equipment such as automobiles, trucks, tractors, power booms, sweepers, rollers, etc.;
- Assists in diagnosing vehicle and equipment problems, researches catalogues for parts and ordering merchandise and supplies as directed by the Mechanic II.
- Coordinates service with the Mechanic II, Street Operations Manager, Street Crew Leader and various departments to assist in following planned work schedules.
- Maintains a clean and safe work environment. Works in the shop area and in the field as needed.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

PERIPHERAL DUTIES

- Performs other duties, which may be assigned from time to time.

MINIMUM QUALIFICATIONS

- Must be able to pass the medical examination for a CDL as a condition of appointment, as well as pass drug and alcohol screenings as dictated by the Department of Transportation.
- Must be willing to submit to drug and alcohol testing per the Town of Payson policy.

Education and Experience:

- Graduation from high school or GED equivalent.
- Three (3) years experience a mechanic in both gasoline and diesel engines
- Any equivalent combination of education and experience.

Certifications & Licenses:

- Must possess a Commercial Drivers License (CDL) or must obtain same within 60 days of appointment.

Knowledge, Skills and Abilities:

- Knowledge of the methods, tools and equipment used in the repair and maintenance of automotive, truck, medium equipment, heavy equipment and mechanized hand tools.
- Knowledge of the principles of operation of internal combustion engines, including the ability to diagnose a wide variety of major and minor mechanical issues.
- Basic computer skills to include word processing skills and working with a spreadsheet.
- Ability to establish effective working relationships with employees and the general

- public.
- Communicate effectively and cooperatively with other employees and the public.

Additional Requirements:

- Some positions may require the use of personal of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for Town business will be prohibited if the employee is not authorized or if the employee does not have personal insurance coverage.
- Some positions may require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

TOOLS AND EQUIPMENT USED

General mechanic tools, hand and mechanized, welders, electric and gaseous, lathes, construction equipment, vehicles requiring a CDL, etc.

PHYSICAL DEMANDS

The Physical demands described herein 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

While performing the duties of this job, the employee is frequently is required to sit, stand, talk, walk, hear, and use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms, and use a shovel and other hand tools. The employee is occasionally required to sit; climb or balance; stoop, kneel, couch, or crawl.

The employee must frequently lift and/or move up to 100 pounds, with or without assistance. 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

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes/ odors and dust, or airborne particles.

The noise level in the work environment is usually moderate high to high.

MENTAL ACTIVITIES

Reasoning: Ability to apply common sense understanding to carry out assigned duties. Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Employee Signature

Date