

Motor Pool Mechanic

Village of Paw Paw

The Village of Paw Paw Department of Public Services is seeking a motivated Mechanic to perform a variety of maintenance tasks on Village motor vehicles and equipment; to maintain records of maintenance activities, and to perform related work as required.

Supervision Received:

- Work is performed under the general supervision of the Director of Public Services

Responsibilities and Essential Duties and Functions (not exhaustive of all responsibilities):

- Preparation of recommended budget for motor pool activities to the Director of Public Services annually, or as needed.
- Work with Director of Public Services to make recommendations for equipment updates and replacement.
- Requisition parts, tools, and materials, maintain repair records and prepare reports of work completed.
- Maintain adequate records as assigned of parts, maintenance procedures, etc.
- Arrange for vehicle "recalls" with appropriate facilities.
- Determine cause of malfunctions and perform repair work on gasoline and light/heavy duty diesel equipment, and special automotive and other vehicles including trucks, tractors, sweepers, graders, power driven tools and generators.
- Adjust, repair, and replace parts in engines, transmissions, differentials, and other equipment.
- Make repairs to the electrical systems of automotive and other power-driven equipment.
- Perform road service on equipment when needed.
- Rebuild and adjust brakes and make repairs to hydraulic system.
- Perform motor tune-ups on all types of equipment and all routine preventative maintenance.
- Balance wheel, change and repair tires and replace shock absorbers.
- Lubricate and inspect equipment according to preventative maintenance schedules.
- Perform minor body and frame repair work involving welding, brazing, soldering, and cutting operations.
- Clean and maintain garage and other public works facilities.
- Position subject to emergency call in.
- Other duties as assigned.

Essential Qualifications:

Education and Endorsements

- High School Diploma or equivalent, supplemented by technical courses in general auto repair and welding.
- Maintain a valid CDL with A, N, and air brakes endorsement, with current DOT physical card.
- Maintain license as an ASE and State of Michigan certified mechanic in the following Automotive, light-duty and heavy-duty truck repair.
 - A1-Engine Repair
 - A2-Automatic Transmission/Transaxle
 - A3-Manual Drive Train and Axles
 - A4-Suspension and Steering
 - A5-Brakes
 - A6-Electrical/Electronic Systems
 - A7-Heating and Air Conditioning
 - T1-Gasoline Engines
 - T2-Diesel Engines
 - T4-Brakes
 - T6-Electrical/Electronic Systems
 - T8-Preventative Maintenance Inspection

Experience

- Minimum three years of experience in repairing gasoline and diesel-powered equipment.

Physical Requirements:

- Ability to kneel, stand for sustained periods of time, push, pull, lift.
- Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects and lift 100 pounds.
- The worker is required to have visual acuity to perform an activity where the job is at or within arm's reach.
- Ability to occasionally work in the heat and cold environments.
- Must pass pre-employment physical and drug screen.
- May be occasionally subjected to noise and vibration.

Knowledge, Skills, & Abilities:

- Ability to work on a variety of tasks with frequent interruptions.
- Ability to interact with staff and others in an open, professional manner.
- Ability to work independently as well as with others.
- Ability to follow safe operation of equipment, perform work in a safe and efficient manner.
- Ability to follow instruction.

Salary Range: This is a full-time Union position with an hourly rate of \$26.25 - \$33.04, depending on qualifications, with a benefits package.