



CITY OF BERKLEY, MICHIGAN
3338 Coolidge Hwy
Berkley, MI 48072

MECHANIC I

The City of Berkley Department of Public Works is accepting applications for a full-time Mechanic I position with union membership in the Michigan Association of Public Employees (MAPE).

The Mechanic I performs a wide range of maintenance duties and manual labor assignments as outlined in the attached job description. Working under the direct supervision of the DPW Foreman and Director, the individual selected should also be available to respond to emergencies, of all types, 7 days a week, 24 hours a day.

Qualified applicants will have:

- A high school diploma or equivalent
- Valid Michigan Drivers' License
- Michigan Commercial Driver's License (CDL) Class B with Air Brakes is preferred or obtained within six (6) months of employment
- A minimum four (4) Michigan Department of State Motor Vehicle Mechanics Certifications preferred or obtained within six (6) months of employment
- Direct experience in a vehicle repair facility is preferred
- Ability to perform outdoor manual labor in all weather conditions
- Other duties, as assigned

NOTE: Employment in this position begins with a probationary period:

- The hourly pay rate for this position is \$24.44
- Healthcare, dental, vision and defined contribution retirement benefits are provided
- Combined direct and indirect annual compensation is estimated at \$70,000-\$75,000

Employment applications are available on the city's website:
www.berkleymich.org/employment. Qualified applicants are encouraged to send a completed employment application, resume and professional references by email to:

Derrick Schueller, Director
Department Public Works
dschueller@berkleymich.net



CITY OF BERKLEY JOB DESCRIPTION

MECHANIC I

DEPARTMENT: Public Works
REPORTS TO: Public Works Director and Public Works Foreman
SUPERVISES: NA
CLASSIFICATION: M.A.P.E., Full-time

Position Summary:

Under the supervision of the Director of Public Works and Public Works Foreman, performs a variety of skilled repair and maintenance tasks on City equipment/vehicles and a wide variety of labor-intensive, semi-skilled and skilled tasks pertaining to street and utility system maintenance and repair.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs routine and skilled equipment maintenance and repair work on gasoline and diesel engines, hydraulic and electrical systems, transmissions, brakes, drive trains, cooling systems, and other components. Services a full range of vehicles and equipment including automobiles, light and heavy-duty trucks, heavy equipment, power tools and pumps.
2. Maintains equipment through regular tune-ups, oil changes, lubrication, tire changes and safety checks. Establishes and carries out preventive maintenance schedules for all vehicles and equipment.
3. Diagnoses malfunctions in vehicles and equipment using diagnostic equipment and standard methods of mechanics. Disassembles, inspects and tests mechanical and electrical components to identify needed repairs. Repairs or replaces parts and components to ensure proper equipment performance.
4. Performs minor body repair as needed.
5. Performs road service on equipment as necessary, completing emergency repairs or arranging for towing of disabled vehicles.
6. Maintains garage facilities, orders parts and maintains an inventory of parts and supplies.
7. Maintains records related to time, supplies, repairs and maintenance schedules.

8. Fabricates parts as needed, and reads schematics and blueprints. Performs various welding projects as needed.
9. Operates construction and other equipment utilized in public works maintenance including dump trucks, snow plows and other equipment as assigned.
10. Operates vehicles of various size and weights in the loading, hauling and unloading of equipment, materials and supplies as assigned.
11. Performs laborer-level, semi-skilled, and the more skilled tasks associated with street, utility and grounds maintenance, including heavy equipment operation.
12. Performs maintenance projects related to the City's street system. Repairs or replaces concrete surfaces, fills potholes, patches streets, plows and shovels snow.
13. Cuts grass, removes trash, trims trees and performs facilities maintenance tasks including small construction projects, painting, minor electric, mechanical and plumbing and rough carpentry.
14. Troubleshoots sewer problems and cleans sewers and manholes utilizing a combination sewer machine and sewer camera.
15. Assembles and installs street signs and paints crosswalks and other lineage.
16. Rebuilds catch basins, replaces sidewalks and completes other concrete projects.
17. Operates the leaf pick-up equipment, and picks up and disposes of leaves and debris.
18. Participates in utility projects as instructed. This may include replacing water and sewer lines and performing other maintenance and repair tasks.
19. Responds to public works emergency situations. Will be required to work outside of normal business hours in the event of an emergency or during a storm event.
20. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma, or equivalent.
- Valid Michigan Driver's License in good standing.

- A Michigan Commercial Driver's License (CDL) Class B with Air Brakes (at hire or within 6 months of appointment).
- A minimum of four (4) State of Michigan Mechanic Certifications (at hire or within 6 months of appointment).
- Experience in mechanical, maintenance, construction, or a related field, including heavy equipment operation.
- Knowledge of the standard practices, methods, tools and equipment used in maintaining, repairing and rebuilding various vehicles and equipment.
- Ability to perform a variety of basic and skilled maintenance and repair tasks involving carpentry, electrical, plumbing, mechanical and road construction skills.
- Knowledge of gasoline and diesel powered engines, automotive electrical systems, transmissions, differentials, brakes, fuel systems, and other components of vehicles and equipment.
- Knowledge of safety procedures and precautions involved in equipment operation and public works maintenance.
- Working knowledge of the tools, materials and equipment used in the repair and maintenance of roads, drainage and sewage systems, park facilities, construction projects, infrastructure, and other public works functions.
- Knowledge of fabrication techniques including welding and cutting.
- Skill in the operation of heavy equipment.
- Skill in the operation of assigned vehicles, equipment and power tools.
- Ability to prepare and maintain accurate records and reports.
- Ability to work outside of normal business hours.
- Ability to travel to other locations and respond to emergencies on a 24-hour basis.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to effectively communicate, understand instructions, and follow directions.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts and the public.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 is regularly required to communicate with others, and use hands to handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is frequently required to process paperwork and view and create written documents. The employee is required to perform vehicle inspections which require viewing parts near the ground and above head level. The employee must frequently lift and/or move items of moderate to heavy weight.

In addition, the employee is regularly required to stand and walk. The employee is occasionally required to climb or balance and travel to other locations.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and/or heavy equipment, outside weather conditions, and vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment ranges from moderate to very loud.