

City of Hailey

JOB TITLE: Assistant Mechanic - Streets Division

Full-time, permanent position - Full benefits - Wage D.O.E.

JOB DESCRIPTION:

Under the direction of the Street Division Manager and/or Shop Manager/Mechanic, the Assistant Mechanic assists with the inspection, preventive maintenance, service, and repair of City vehicles, grounds equipment, and heavy equipment. This position performs routine and semi-skilled mechanical work on diesel, propane, gas, and electrically powered vehicles and equipment; assists with diagnosing mechanical issues; supports accurate record keeping in the City's asset management program, Fleetio; helps maintain parts, tools, and supply inventory; maintains shop cleanliness and organization; follows safe shop and environmental handling practices; and supports Streets Division operations, including snow removal and emergency response as assigned.

JOB SPECIFICATIONS:

Minimum Qualifications

- At least 18 years of age.
- High school diploma or equivalent.
- Valid Idaho Driver's License required.
- Class A CDL preferred, or ability to obtain a Class A CDL within 6 months of hire if required by the City.
- Previous experience in automotive, equipment, fleet, or diesel maintenance desired.
- Mechanical certification, emissions license, or heavy equipment mechanic certification preferred.
- Ability to safely operate City vehicles and equipment as assigned.

Knowledge, Skills, and Abilities

- Knowledge of methods, tools, materials, and standard practices used in vehicle and equipment maintenance and repair.
- Knowledge of basic vehicle components, assemblies, systems, and safe shop practices.
- Knowledge of safety precautions and procedures relating to mechanical equipment, maintenance shops, and field operations.
- Ability to accurately use the City's asset management program, Fleetio, to enter and maintain work orders, service records, preventive maintenance records, inspection records, parts usage, equipment hours, mileage, and related maintenance documentation.
- Ability to support inventory management by tracking, labeling, organizing, issuing, receiving, and identifying reorder needs for parts, tools, fluids, supplies, and equipment.
- Ability to maintain a clean, orderly, and safe shop environment, including work bays, benches, tool storage, parts areas, fluids, waste containers, walkways, and equipment storage areas.
- Ability to safely handle, store, and dispose of oils, fuels, lubricants, coolant, batteries, tires, shop chemicals, and other waste materials in accordance with City procedures and applicable regulations.
- Skill in using hand tools, power tools, shop equipment, diagnostic equipment, and testing equipment.
- Ability to assist with diagnosing mechanical, hydraulic, electrical, and automotive malfunctions.
- Ability to perform routine service, inspections, repairs, tire repair/replacement, and minor fabrication or welding as assigned.
- Ability to read and follow service manuals, manufacturer guidelines, safety data sheets, diagrams, and written instructions.
- Ability to communicate equipment status, repair needs, parts delays, completed work, and safety concerns clearly with the Shop Manager, Street Superintendent, equipment operators, vendors, and other City staff.

- Ability to work cooperatively and respectfully with supervisors, coworkers, vendors, other City departments, and members of the public, including maintaining a professional attitude when receiving direction, answering questions, or working around City staff and citizens.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with maintenance and repair of the City vehicle fleet, grounds equipment, and heavy equipment, including pickups, loaders, backhoes, graders, dump trucks, trailers, small engines, and related equipment.
- Perform service and repair work on diesel, propane, gas, and electrically powered vehicles and equipment, including engine, transmission, cooling, exhaust, brake, chassis, electrical, and hydraulic systems.
- Use electronic and mechanical testing equipment to assist with diagnosing equipment malfunctions.
- Perform preventive maintenance inspections, oil changes, fluid checks, lubrication, filter replacement, brake inspections, and other routine service tasks.
- Assist with determining necessary parts, researching parts and materials, obtaining quotes as directed, and following established City purchasing requirements.
- Support inventory management by keeping parts, tools, fluids, supplies, and equipment organized, labeled, and accounted for, and by notifying the Shop Manager/Mechanic of reorder needs or inventory concerns.
- Maintain shop cleanliness and organization as an ongoing responsibility, including daily cleanup of work areas, benches, tools, parts areas, fluids, waste containers, walkways, and equipment storage areas.
- Communicate repair status, equipment downtime, parts delays, safety concerns, and completed work to the Shop Manager/Mechanic, Street Superintendent, equipment operators, and other staff as needed.
- Safely handle, store, and dispose of oils, fuels, lubricants, coolant, batteries, tires, shop chemicals, and related waste materials.
- Operate shop-related equipment and machinery such as diagnostic tools, drill presses, jacks, hoists, air conditioning service equipment, cutting and welding equipment, and assorted hand and power tools.
- Repair and replace vehicle and equipment tires as assigned.
- Perform welding, fabrication, and repair work to damaged equipment as assigned and within demonstrated skill level.
- Assist in the development and maintenance of Standard Operating Procedures (SOPs) and Preventive Maintenance Programs.
- Assist with snow removal operations, emergency response, and other Streets Division duties as assigned.
- Perform other related duties as required.

PHYSICAL DEMANDS:

The employee must be able to perform the essential physical functions of the position, with reasonable accommodation as required by law.

- Regularly required to use hands and fingers to operate equipment and tools.
- Reach with hands and arms; talk and hear.
- Frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, or crawl.
- Regularly lift and/or move up to 75 pounds.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment may include shop, yard, field, and outside weather conditions.

- Works near moving mechanical parts and in outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.
- The noise level in the work environment is usually loud.

I have read and understand my job description.

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Employee Signature	Date