

# CITY OF CLEWISTON

**Position: Mechanic 1**

**Department: Public Works**

**Position Summary:** Perform necessary repairs and routine maintenance of City vehicles in an accurate and speedy manner. Applications are available at City Hall, Human Resources, 115 West Ventura Avenue. EOE/DFWP

## JOB DUTIES

1. Comprehend service manuals and prepare work orders.
2. Repairs automobiles, trucks, tractors, and/or related equipment.
3. Possess skills in small engine repairs and service.
4. Possess knowledge in heavy truck repair and maintenance
5. Perform other routine maintenance, such as adjust headlights, etc.
6. Must provide own hand tools.

## REQUIREMENTS

1. High school diploma or general education degree (GED); and one to two years related experience and/or technical training; or equivalent combination of education and experience.
2. Class B CDL Driver's License
3. Certification in auto and truck repair; ASE certification preferred. (please attach copies of any certifications)
4. Must be able to lift up to 100 lbs.
5. Must have good oral and written communication skills.
6. Capable of meeting deadlines and performing detailed and accurate work.
7. Considerable independent judgment and discretion is involved when representing the City in communications with the public and employees.

January 7, 2016