



Mechanic

Annual: \$51,930 - \$60,587

Hourly: **\$24.97 - \$29.13**

Job Summary

Under general supervision, performs skilled mechanical work in the maintenance and repair of varied automotive, heavy equipment, and other mechanical equipment.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Services, diagnoses, repairs, and maintains the City's vehicle fleet and machinery.
- Performs preventative maintenance and repair actions on vehicles, heavy trucks, heavy machinery, and small engines. Ensures operation and function of all vehicle and machinery systems.
- Fabricates parts and operates welding equipment to repair, improve, or repurpose heavy trucks, equipment, and trailers.
- Utilizes the fleet services computer software system to order and track parts, check status of service tickets, and warranty work.
- Performs shop and grounds maintenance, picks up parts, and schedules and performs state vehicle inspections.
- Coordinates with other City departments to schedule vehicle maintenance to minimize downtime and performs emergency repairs as needed.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school graduation or equivalent.
- Technical certification in automotive repair, heavy equipment repair, or related field.
- Two (2) – five (5) years' experience in mechanical/automotive repair or related field.
- Possess a valid Class B CDL or obtain one within six (6) months of hire.

Desired Skills:

- Public works and public safety operations.
- Business computers and software applications.
- Principles, practices, tools, and equipment of fleet management and maintenance.
- Advanced mechanical and automotive repairs and operation.
- Principles and practices of record keeping and records management.
- Automotive and equipment systems diagnostics, troubleshooting, and repair.
- Emergency vehicles, fire trucks and police units.
- Skill in fabrication and welding.
- Reading, interpreting, understanding, and applying City policies and procedures.
- Working in a multi-task environment and coordinating several projects simultaneously.

- Maintaining cooperative working relationships with employees and City staff.
- Promoting and enforcing safe work practices.
- Following and effectively communicating verbal and written instructions.

To APPLY

Download City of Ennis application online at:

<https://www.ennistx.gov/departments/HumanResources/jobs>. Submit completed application to Human Resources at 107 North Sherman Street, Ennis, TX 75119. Completed applications may be e-mailed to humanresources@ennistx.gov or faxed to (972) 875-2301.

POSITION OPEN UNTIL FILLED

AN EQUAL OPPORTUNITY EMPLOYER AND DRUG-FREE WORKPLACE