



Mechanic

The City of Huntington Woods is accepting applications for the full-time position of Mechanic in the Public Works Department. This is a union position that pays \$33.34/hour (\$69,353/year) with a comprehensive benefits package including health insurance, dental insurance, and a 401(a) defined contribution plan with strong employer match.

This position falls under the supervision and general direction of the Public Works Director.

Responsibilities, Duties and Functions

- Diagnoses problems and defects of City vehicles brought to the garage; determines repairs and parts necessary to complete such repairs.
- Performs moderate to complex overhaul and repair work on engines, transmissions, drive train, fuel systems, hydraulic systems, cooling system, electrical systems, instrumentations, and other necessary power equipment.
- Checks and changes oil and oil filters, air, and fuel filter, replaces hoses, belts, water pumps, batteries, wiper blades, and similar parts in City vehicles.
- Repairs or changes tires, suspension components and brake systems on all City owned vehicles and equipment.
- Maintains an inventory of all automotive parts, tires, oils and greases, and related items that are in the custody of the municipal garage.
- Maintains records on all mechanical equipment owned and operated by the city.
- Fabricates special devices to increase the usefulness of vehicles in the city fleet. Weld, braze and fabricate parts for various equipment needs as well as sandblasting and painting.
- Uses a variety of testing equipment such as ammeters, voltmeters, gauges, and computer monitoring systems to determine malfunctions and the needed repair.
- Observes and promotes the use and wearing of safety and protective equipment as well as maintains a clean and safe work environment.
- Establishes priorities for vehicles to be repaired in the event of scheduling conflicts.

- Assigns and monitors the work of other employees working in the municipal garage.
- Establishes and implements preventive maintenance programs for all City vehicles.
- Prepares written reports to the Director of Public Works concerning the operation of the municipal garage.
- Performs related work as required.

This list of duties is not intended to be all-inclusive; the employee will also perform other reasonable related duties as assigned by immediate supervisor and other management staff.

Required Knowledge, Skills, Abilities, and Qualifications

- Graduation from an accredited high school.
- Must have four or more of the following State of Michigan Mechanic Certifications the Automotive and Light Truck Repair categories: Engine Repair, Braking System, Electrical System, Front End Suspension & Steering, Engine Tune-up, or Heating and Air Conditioning. Ability to secure further certifications within one year of employment.
- Preferred State of Michigan Mechanic Certifications Heavy Duty Truck Repair categories: Engine Repair – Gasoline, Engine Repair – Diesel, Drive Train, Braking System, Electrical System, and Suspension & Steering.
- Ability to work on a variety of tasks with frequent interruption. Ability to interact with staff and others in an open, professional manner. Ability to follow complex instructions with minimal supervision. Ability to work independently. Ability to follow safe operation of equipment.
- Skill in operating motorized equipment and various hand, pneumatic and power tools.
- Skill in reading, writing, basic math, and basic computer skills.
- Experience in ordering and maintaining an inventory of automotive parts and related items.
- Experience in supervising the work performed by other mechanics. Ability to work with and supervise effectively other employees.
- Knowledge of the methods, tools, and equipment used in repairing, servicing, and maintaining a variety of vehicles.
- Knowledge of internal combustion engines, automotive electricity, and mechanical equipment.
- Physical agility.
- Ability to collaborate effectively with other employees.

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 ensure individuals with disabilities may be made to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually moderate and can be loud.

This position works in a garage and is exposed to grease, oil, fumes, chemicals, dust, noxious gases, and physical demands of mechanical work. The individual who accepts this position is frequently required to stand, stoop, kneel and crouch and occasionally perform work outdoors in cold, hot, or inclement weather.

How to Apply

Please send a resume and cover letter to:

Heidi Barckholtz
26815 Scotia Rd.
Huntington Woods, MI 48070

Or email hbarckholtz@hwmi.org

Applications must be received by 5pm on April 12th, 2024.

The City of Huntington Woods is proud to be an Equal Opportunity Employer. The City values diversity, equity, and inclusion and as such all qualified applicants will receive consideration with these values in mind.