



Job Title: Mechanic

Department: Public Works

Division: Motor Pool

Status: Full-time

Salary Range: \$37,927-\$41,511

Job Description: see below

Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email: [lewiss@huntingtonwv.gov](mailto:lewiss@huntingtonwv.gov). They may also apply in person at City Hall, Room 145 – Human Resources Office or complete the online application at [www.cityofhuntington.com](http://www.cityofhuntington.com). Click on “City Government,” and then “Employment Opportunities.” The deadline for submission will be the close of business on Monday, 8/18/25. EOE

### **NATURE OF WORK**

This is skilled mechanical work in the maintenance and repair of automotive, construction and other municipal equipment within the Motor Pool Division of the Public Works Department.

Work involves responsibility for the performance of skilled tasks in repairing a wide variety of construction, maintenance, police and other automotive and mechanized equipment. Work includes the repair of automotive and road maintenance equipment and requires the exercise of independent judgment concerning the method of repair based on verbal or written work orders setting forth a complaint with respect to the operating condition of a piece of equipment. General supervision may be exercised over apprentice mechanics. Work is reviewed by a Working Foreman, who tests or checks results during work or after completion.

### **MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS**

Graduation from high school or GED; minimum of three (3) years of experience as an automotive and heavy equipment mechanic; or any equivalent combination of education and experience.

Valid driver's license from state in which employee resides.

Valid CDL.

Valid West Virginia vehicle inspector's license within sixty (60) days from date of hire.

Availability for 24-hour call.

Must have own hand tools.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Repairs, overhauls and provides preventive maintenance for automobiles, trucks, tractors, air compressors, bulldozers, cement mixers, graders, sweepers, spreaders and other assorted equipment and tools.

Rebuilds and tunes engines using testing equipment; grinds valves and sets tappets; replaces or repairs main connecting rod bearings; inspects and repairs transmissions, universal joints and differentials; realigns and adjusts brakes.

Installs and tests electrical automotive apparatus such as starters, generators, magnetos, distributors, electrical windshield wipers, voltage regulators, sirens, spotlights and special police installations.

Makes inspections for State inspection purposes.

Repairs hydraulic systems on construction and other equipment.

Prepares records and reports on work accomplished.

Makes service calls and on-site repairs.

May train and assist apprentice mechanics.

May answer telephone and operate two-way radio.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

#### **NECESSARY KNOWLEDGE SKILLS AND ABILITIES**

Considerable knowledge of the methods, materials, tools and standard practices of the automotive mechanic trade.

Considerable knowledge of the occupational hazards and safety precautions of the trade.

Knowledge of varied equipment such as automobiles, trucks, graders, bulldozers, backhoes and similar machinery.

Knowledge of the principles of operation of gasoline and diesel-fueled internal combustion engines.

Knowledge of automotive and equipment electrical systems and of testing electrical components such as starters, generators, distributors, etc.

Skill in the use of tools, machines and testing instruments of the trade.

Ability to diagnose troubles in automotive and other equipment.

Ability to understand and carry out verbal and written instructions and to follow automotive and equipment diagrams.

Ability to establish and maintain effective working relationships with employees and the public.

#### **TOOLS AND EQUIPMENT USED**

Motor vehicles, telephones, radio, hand tools and all other tools associated with the mechanic trade.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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 use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, bend, kneel, talk, see, hear and smell.

The employee frequently lifts and/or moves up to 75 pounds.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the City Garage and occasionally outdoors in all weather conditions, including temperature extremes and wet and/or humid conditions. Work is occasionally performed in emergency and stressful situations.

The employee frequently works near moving mechanical parts and is exposed to exhaust fumes or airborne particles, hazardous chemicals and loud noise.

The noise level in the work environment is moderately loud.

#### **SUMMARY**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.