



ANNOUNCES JOB OPENING FOR

MAINTENANCE MECHANIC

Salary: Dependent on Qualifications

JOB SUMMARY

This position receives general supervision from the Public Works Superintendent and performs work necessary to diagnose and make repairs on vehicles and equipment and to perform preventative maintenance on vehicles and equipment.

ESSENTIAL JOB FUNCTIONS

Duties include but are not limited to the following:

- Repairs both gas and diesel engines and heavy equipment.
- Obtain quotes for major repairs.
- Transports vehicles and equipment to/from destination for major repairs.
- Purchase parts and supplies for maintaining Public Work vehicles and equipment.
- Performs service, minor repairs, tune-ups, tire service and fueling at the Public Works garage and on-site locations as required on mowers, tractors, dump trucks, Public Works vehicles, Meter Reader vehicles, small equipment such as weed eaters, saws and small specialized equipment.
- Performs hydraulic, electrical, air conditioning, tire repairs, oil changes and lubrications on vehicles and other equipment as required.
- Maintain and files service records on equipment and vehicles.
- Monitors equipment, utilization and maintenance, recommends replacement and may participate in the preparation of specifications for the acquisition of equipment.
- Obtain State Inspection on trucks and vehicles.
- Performs maintenance on pumps at Pump Station.
- Maintain and stocks garage workshop and other work areas.
- May operate city equipment, as required.
- Other job duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have good working knowledge of safe operation of the equipment and of the provisions of the Texas Motor Vehicle Code relating to maintenance of such motorized equipment.
- Must have knowledge of auto mechanics and the operation and repair of heavy equipment, welding equipment and cutting torches.
- Must be able to handle both gas and diesel engines and heavy equipment.
- Must be able to work with a variety of hand and power tools.
- Must have a good driving record.

BENEFITS

12 Day Annual Sick Leave	10 Days Annual Vacation Leave
11 Paid Holidays	Paid Medical, Dental and Life Insurance
TMRS Retirement	Credit Union
Dependent Insurance, Deferred Compensation Plan and Legal Insurance Available	

Applications are available at City Hall OR you can download an application at

www.foresthilltx.org

**Submit application to Jacquelyn Allen, Human Resource Director
3219 California Parkway Forest Hill, Texas 76119**

POSITION OPEN UNTIL FILLED

THE CITY OF FOREST HILL IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY EOE/AA/ADA.