

City of Minneapolis
Staffing Division
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Minneapolis, MN 55415
612/673-2282
612/673-2508 Fax
Website: www.ci.minneapolis.mn.us

AUTOMOTIVE MECHANIC - NIGHTS

Exam #20583 - Open Tuesday, September 8, 2009 through Monday, September 21, 2009

Salary	Step 1	Step 2	Step 3
Hourly	\$23.80	\$25.27	\$27.33

POSITION INFORMATION:

The position of Automotive Mechanic – Nights requires the ability to perform mechanical repairs/preventive maintenance on the Minneapolis Park and Recreation Board's fleet of vehicles involving work with complex electrical systems, hydraulic systems, fuel systems, anti-lock brake systems, etc. Wage adjustments added for ASE Certifications.

Job Duties include, but are not limited to, the following:

- Troubleshoot, install and/or repair hydraulic systems, transmissions, gas/diesel engines, electrical systems, clutches, differentials, ignitions and alternators for cars, trucks, fire apparatus, garbage packers, snow plows and heavy equipment.
- Fabricate parts and accessories for equipment using gas and electric welding equipment.
- Install and/or repair electrical wiring in equipment.
- Overhaul diesel and gas engines.
- Complete brake jobs and suspension work repairs.
- Perform preventive maintenance on vehicles/equipment as scheduled, and to Original Equipment Manufacture (OEM) standards.
- Complete repairs necessitated by daily vehicle inspection reports and annual inspections for the State of Minnesota.
- Make recommendations on repair or replacement of equipment.
- Repair breakdowns of equipment in the field to ensure minimum down time.
- Mount and remove snow and ice control equipment
- Perform vehicle inspections on outside repair work and maintain related paperwork
- Order parts and supplies as necessary and record and document all repairs using computers and logbooks.
- Contact service departments for warranty work, equipment modifications and updates.
- Evaluate new equipment to ensure compliance with specifications.
- Perform annual Certified DOT inspections.
- Diagnose and repair heating and air conditioning systems.
- Perform other duties as assigned.

Note: You will be required to provide your own hand tools.

Working Conditions; Exposure to hazardous chemicals, temperature changes, loud noises, carcinogens, gas and diesel fumes, etc. May require working shifts 3:00 pm to 11:30 pm; 11:00 pm to 7:30 am.

REQUIREMENTS:

EDUCATION: Successful completion of an 18 to 24 month vocational course in vehicle maintenance/repair or equivalent.*

Note: Applicants must include a copy of transcripts with their application materials.

EXPERIENCE: Three (3) years of motor vehicle/equipment repair experience, which has included one (1) year with medium or heavy-duty vehicles and diesel engines.

EQUIVALENCY: Various combinations of training and experience may qualify an individual for this position.

LICENSES/CERTIFICATIONS: Must possess and continue to maintain a valid Drivers' License at the time of hire. Within six (6) months of hire, applicants must have received a Class B (or higher) Commercial Drivers License with airbrake endorsement. Within six (6) months of hire, applicants must have received Forklift Certification. *Driver's License will be checked for applicants that are included in the interview process.*

OTHER SPECIFICATIONS:

- Knowledge of the construction and operation of gas and diesel powered vehicles.
- Working knowledge of computers.
- Knowledge of the tools, methods and techniques applicable to the repair and maintenance of automobiles, small engines, medium and heavy trucks and heavy equipment.
- Skill in trouble shooting and diagnosing electrical and mechanical problems.
- Ability to organize and administer a vehicle maintenance program.
- Physical ability to lift heavy objects (up to 50 pounds).
- Frequent standing and bending.

Supplement: There is a supplemental application required for this position. The form must be completed in its entirety and included as part of your official application materials. **Call Masah Sobboh (612) 673-3494 to have the Supplemental application mailed to you or if you are applying online email Masah.Sobboh@ci.minneapolis.mn.us**

Background Check: The City has determined that a criminal background check may be necessary for certain positions with this job title. Applicants must sign an informed consent allowing the City to obtain their criminal history information in connection with the position sought. Applicants who do not sign the informed consent will not be considered further for the position.

Medical and Drug Screening: This position may require a pre-employment medical exam and may be subject to random drug and alcohol testing. Final candidates must pass a Drug/Alcohol Test and a physical examination prior to employment.

APPLICATIONS ACCEPTED:

Dates: Tuesday, September 8, 2009 through Monday, September 21, 2009
Contact: Human Resources Department for paper application
Phone: 612-673-2282
Email Address: Masah.Sobboh@ci.minneapolis.mn.us

SELECTION PROCESS: The examination/selection process for this position may consist of a written and/or a rating of training and experience (100%). It is therefore to your advantage to be as complete and thorough as is possible on your application form, supplemental application and other support documentation/materials. Minimum passing score is 70.00.

Human Resources reserves the right to limit the number of people invited to test or to be invited to successive testing events.

ELIGIBLE LIST WILL EXPIRE THREE (3) MONTHS AFTER POSTING.

The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer.

<p>FOR OFFICE USE ONLY IUOE # 49, Rule of 3 – 70% passing ET/MS</p>
