

**CITY OF SALINA**  
**POSITION DESCRIPTION**

CLASS TITLE: Master Tech                      GR: L   FLSA: NE                      DATE: 08/04/2017

DEPARTMENT: Public Works                      DIVISION: PW/Central Garage

REPORTS TO: Fleet Superintendent                      APPROVED: \_\_\_\_\_                      JOB CODE: 4065

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**GENERAL DESCRIPTION:**

Under general supervision, performs a variety of skilled mechanical repair work to gas and diesel powered and automotive equipment; carries out a preventive maintenance program. Work varies, moderate individual judgement exercised within prescribed standards and procedures; adjusts work methods to most task requirements.

**TYPICAL DUTIES:**

- Performs a variety of skilled journeyman mechanical repairs to automotive and heavy equipment
- Repairs starters, generators and distributors; repairs and/or replaces electronic components and controls; installs bearings, brushes and clutches; repairs hydraulic systems and electrical wiring; replaces points, condensers and backing plates
- Overhauls engines, carburetors, differentials, pumps and apparatuses; re-packs wheel bearings
- Fabricates special equipment and attachments to equipment involving acetylene and electrical welding; plans and carries out a preventive maintenance program on automotive and heavy equipment; may perform body and fender repair and painting work
- Maintains small mower and other related equipment; changes oil and filters; performs routine maintenance; conducts tests of equipment; maintains an inventory of parts, tools, equipment, apparatuses and supplies used in the shop; sweeps and cleans areas; may operate medium and heavy equipment; posts records of own activities
- Aids in storm-related activities such as snow removal and flood control operations; may perform irrigation repair and mow grass
- Performs overtime as required and other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

None

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to graduation from high school and completion of an approved apprenticeship or associates degree or certificate in mechanical technology field; eight earned ASE Certifications toward the ASE Masters Level Certification; and two years experience as Auto Tech II or 10 years of related mechanical experience. Possession of a valid Kansas CDL Class B driver's license with air brakes, tanker, and passenger endorsements within 90 days of appointment. Positions in this class may require certification in repair of special equipment.

**RESIDENCY REQUIREMENTS:**

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carnerio.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Maintain accurate and appropriate inventory of parts, supplies, tools and equipment. (Daily)

Apply and maintain knowledge of the current methods, equipment, materials and tools used in the current automotive and equipment repair trade. (Daily)

Conduct an effective preventive maintenance program. (Daily)

Perform tasks in accordance with accepted safety procedures. (Daily)

Effectively maintain and test equipment, apparatuses and vehicles. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Heavy, exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 pounds of force constantly to move objects.

**Climbing/Balancing:** Climb inclines, uneven surfaces, balance required

**Walking:** Minimal amount required

**Stooping/Bending:** Frequently

**Stand/Sit:** Sit about 20 percent of the time

**Reaching:** Frequent, overhead as well as horizontal

**Vision:** Adequate to perform essential functions

**Color Vision:** Adequate to perform essential functions

**Hearing:** Adequate to perform essential functions

**Speech:** Frequently express ideas and be understood

**Eye/Hand/Foot Coordination:** Frequently operates equipment and hand tools requiring moderate ability

**Manual Dexterity:** Frequently operates equipment and hand tools requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Inside/Outside:** Work inside and outside

**Cold/Heat:** Adverse conditions possible

**Wet/Dry:** Adverse conditions possible

**Noise/Vibrations:** Frequent exposure to shop and equipment noise

**Hazards:** Moderate exposure to chemicals and sharp objects

**Fumes/Dust/Odors:** Frequent exposure to dust, fumes and chemicals

**Infectious Diseases:** Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to listen and apply information and instructions.

Ability to maintain accurate records.

Ability to understand and apply mathematical concepts accurately.

Ability to use, understand and apply information of diagnostic equipment.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, two-way radio, test equipment, mechanic's hand and power tools, vehicles, grinding equipment, gas and electric welding equipment, impact tools and electronic diagnostic equipment.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.