

City of Duquesne

Auto Mechanic

Streets Department (Public Works)

Position Summary

The Public Works Mechanic is a Union position that performs skilled work in the inspection, maintenance, diagnosis, and repair of municipal vehicles, equipment, and machinery used by the Public Works and Police Departments. This position ensures the safe and efficient operation of all department equipment including trucks, heavy equipment, small engines, and specialized municipal machinery.

Essential Duties and Responsibilities

- Inspect, diagnose, repair, and maintain municipal vehicles and equipment.
- Perform preventative maintenance on trucks, plows, loaders, mowers, and other Public Works equipment.
- Perform preventative maintenance on trucks, plows, loaders, mowers, and other Police equipment.
- Repair and service gasoline and diesel engines.
- Maintain hydraulic systems, electrical systems, brake systems, and drivetrains.
- Perform welding, fabrication, and metal repair work as needed.
- Install and maintain snow removal equipment including plows, spreaders, and brine systems.
- Maintain records of repairs, maintenance schedules, and parts usage.
- Order parts and supplies necessary for equipment maintenance and repair.
- Inspect equipment to ensure compliance with safety regulations and operational standards.
- Respond to emergency mechanical repairs during storms or public emergencies.
- Assist Public Works crews when mechanical support is needed in the field.
- Maintain cleanliness and organization of the municipal garage and work areas.
- Schedule state inspection and ensure vehicles meet regulatory requirements.
- Assist with equipment setup and maintenance for seasonal operations (snow removal, leaf collection, street maintenance).

- If needed, the applicant must perform all duties within the Public Works Department
 - Follow all workplace safety rules and procedures.
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Knowledge, Skills, and Abilities

- Knowledge of diesel and gasoline engine repair.
 - Knowledge of hydraulic, electrical, and mechanical systems.
 - Ability to diagnose equipment failures and determine appropriate repairs.
 - Ability to operate diagnostic equipment and tools.
 - Knowledge of welding and metal fabrication techniques.
 - Ability to read service manuals, schematics, and repair diagrams.
 - Ability to maintain accurate maintenance records.
 - Ability to work independently with minimal supervision.
 - Ability to respond to emergency calls outside normal working hours.
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Minimum Qualifications

- High school diploma or GED required.
 - Technical training in automotive or diesel mechanics preferred.
 - Minimum of **1–3 years mechanical repair experience** (municipal or heavy equipment preferred).
 - Valid driver's license required.
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Physical Requirements

- Ability to lift **50–100 pounds**.
 - Ability to stand, bend, kneel, and work in confined spaces.
 - Ability to work in various weather conditions.
 - Ability to operate heavy equipment and mechanical tools safely.
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Working Conditions

- Work is performed in a municipal garage and outdoor environments.
- Exposure to grease, fuel, oil, chemicals, and loud noise.
- May be required to work evenings, weekends, holidays, and emergency shifts (especially during snow and storm events).

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.