		Worker:	
		Claim #:	
		Job Title:	Mechanic
Phone:	(253) 983-2053	DOT#:	625.281-010
Involved Body Parts:			
Job of Injury	Light Duty Position	Direct/Transferable Skills	Training Goal

JOB ANALYSIS

Job Title:	Mechanic	DOT Title:	Mechanic
SVP:	7	DOT #:	625.281-010
GOE:	05.05.09	Type of Industry:	Any Industry
Analyst:	Gina Jaeger Dean, BA, CDMS	JA Source:	Town of Steilacoom
Assigned VRC:	Gina Jaeger Dean, BA, CDMS	Contact:	Paul Loveless
Date:	May 28, 2013	Approved:	TOS & Local 117 on February 9, 2015

On-Site
 Interview
 Representative

Essential Functions:

Job Description: Performs skilled work under limited supervision. Plans, conducts and prioritizes vehicle repairs/maintenance. Schedules activities, performs preventative maintenance and safety inspections. Services, repairs, and rebuilds gas powered vehicles, diesel equipment, portable and fixed-location generators, cars, trucks, parks equipment and heavy construction equipment for a fleet of 52 vehicles.

Examples of Essential Functions include the Following:

Schedule and implement safety and preventative maintenance functions per manufacturer's specifications. (30%)

Inspect, diagnose, locate, and repair mechanical difficulties on Town vehicles and a variety of diesel/gasoline powered maintenance /construction equipment. (20%)

Analyze, test, maintain, and repair vehicle/equipment electrical, fuel, hydraulic, brake, engine, running gear, steering, and suspension systems. (20%)

Develop, maintain, and update files that include repair orders, maintenance schedules, emission tests, vehicle recalls, historical data and hazardous waste disposal. Track vehicle warranties, recalls, and rebates. Maintain work, time, and materials records. Develop specifications/requirements for procurement of equipment and/or vehicles. Develop other reports as requested. (10%)

Contact vendors for parts availability and pricing. Contact insurance companies regarding information on accidents. Report discrepancies in inventory to purchasing to ensure accurate inventory control. Monitor expenditures. Evaluate and identify equipment/vehicles for surplus/disposal. (10%)

Perform other related duties in vehicle maintenance, including basic welding and/or fabrication. (10%)

Provide positive and active support of town customers, citizens, and coworkers at all times.



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Job Qualifications and Skills:

Knowledge and Ability to:

- Ability to diagnose, tune, adjust, and repair gas/diesel vehicles/equipment maintaining the Town's fleet and equipment in safe operating condition.
- Ability to identify safety hazards; perform safety inspections and preventative maintenance on vehicles/equipment.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to maintain a neat, clean, and safe shop area.
- Ability to maintain complete and accurate vehicle maintenance records.
- Ability to maintain an accurate inventory system.
- Ability to maintain harmonious work relationships.
- Skilled in the safe use of welding equipment.
- Skilled in operating engine analyzer and diagnostic equipment.
- Possess extensive knowledge of the occupational hazards and safety precautions associated with vehicle and equipment repair work.
- Knowledge in the methods, materials, equipment/tools used in routine fabrication work.
- Knowledgeable in the proper methods of storing equipment, materials, and supplies.
- Knowledge of vehicle and workplace health and safety standards.


Mental/Cognitive Requirements:

- Ability to work in situations involving frequent task changes using different techniques, procedures, or degrees of attentiveness without loss of efficiency or composure.
- Must be able to interpret instructions furnished in written, oral, diagrammatic, or schedule form.

Required Qualifications:

- High school diploma or GED equivalent.
- Certification of journey level mechanic, or one of the following:
 - Completion of recognized automotive machinist apprenticeship program
 - ASE Master Automobile or Medium/Heavy Truck Technician Certification
 - Graduation from an automotive or truck mechanic vocational program
- A minimum of four years of experience in the repair/overhaul/maintenance of a variety of gas powered and diesel vehicles and heavy equipment
- Possession of a valid Washington Commercial Driver's License/Class B endorsement (w/tanker endorsement).
- Own full complement of hand tools



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Machines, Tools, Special Equipment, Personal Protective Equipment Used: Hard hats, safety glasses, goggles, welding helmets, ear plugs or muffs, respirators, rubber and/or leather gloves, air tools, pneumatic tools/equipment, hand tools including wrenches, screw drivers, pliers, socket wrenches, ratchets, cleaning clothes, oil pans/trays, funnels, hoses, vehicle and equipment parts and inventory, tires, wheel rims, nuts, bolts, washers, chemicals, epoxy chemicals, solvents, oils, gasoline, four-wheeled scooter, lifts, jacks, computer, mouse, telephone, copy machine, printer, facsimile machine, manuals, materials and safety data sheets, broom, dust pan, mop, absorbent materials, tool chests, cabinets, mallets, hammers, and degreaser.

PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern	
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time	
S = Seldom (1-10 %, up to 48 min)	<input type="checkbox"/> Light	<input type="checkbox"/> Part-time	
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input type="checkbox"/> Medium	<input type="checkbox"/> Seasonal	
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input checked="" type="checkbox"/> Heavy	8	Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5	Days Per Week

PHYSICAL DEMANDS	% Time	FREQUENCY					ACTIVITY DESCRIPTION
		N	S	O	F	C	
Sitting				X			May be performed up to 30% of the time to maintain inventory counts, filing, computer and telephone ordering, contacting vendors, and insurance companies via telephone
Standing					X		May be performed up to 50% of the time in a given day to perform preventative maintenance and repairs, conduct diagnostic tests, locate and repair mechanical difficulties in front of, or underneath (via hydraulic lift) vehicles.
Walking				X			May be performed up to 33% of the time in any given day to access various areas of the shop and office. Walking is performed on smooth, concrete surfaces as well as graveled and sloped surfaces to access lower lot (although this is rarely performed by mechanic).

While the percentages listed in the activity description equal greater than 100% at face value, the functions are never performed more than 100% in a given day. That said, there may be days when the worker performs more walking than standing, more standing than sitting, etc. The percentages listed above include the maximum time in a given day the mechanic would perform those activities.

Lifting floor – waist	N	S	O	F	C	The worker may maneuver pieces of equipment, wheel rims, tires, automotive/equipment parts (e.g. filters, belts, etc.), pneumatic tools, hand tools, wheeled carts, cleaners, machine fluids,
			Up to 60 lbs.	Up to 30 lbs.	Up to 15 lbs.	



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	N	S	O	F	C	
						solvents, cleaning equipment/materials, and reference materials
Lifting waist-shoulder		Up to 50 lbs.	Up to 30 lbs.	Up to 15 lbs.	Up to 5 lbs.	The worker may maneuver pieces of equipment, wheel rims, tires, automotive/equipment parts (e.g. filters, belts, etc.), pneumatic tools, hand tools, wheeled carts, cleaners, machine fluids, solvents, cleaning equipment/materials, and reference materials
Lifting above shoulder		Up to 50 lbs.	Up to 30 lbs.	Up to 15 lbs.		The worker may perform work while the vehicle and/or piece of equipment is on the ground, or the worker may perform the work overhead while the vehicle/equipment has been hoisted in the air by a hydraulic lift. As stated above, the worker may maneuver pieces of equipment, wheel rims, tires, automotive/equipment parts (e.g. filters, belts, etc.), pneumatic tools, hand tools, wheeled carts, cleaners, machine fluids, solvents, cleaning equipment/materials, and reference materials
Carry (Dist.)			Up to 30 lbs.	Up to 15 lbs.	Up to 5 lbs.	Items weighing more than 30 lbs. may be carried via hand cart, or four wheeled cart. The distances may vary; however, items are never carried more than 100 ft.
Pushing/ Pulling (in lbs. of force)		Up to 50 lbs.	Up to 20 lbs.	Up to 5 lbs.		Many of the mechanic functions require pushing/pulling, especially when not using pneumatic or power tools such as when installing a belt, or when loosening/tightening bolts

	N	S	O	F	C	
Climbing		X				The worker may climb one flight of stairs to access inventory stored in loft area. At most, the worker might access this area 20 times per day.
Balancing		X				Performed when climbing/descending flight of stairs. A hand rail is available, and the worker is encouraged to use this.
Stooping / Bending			X			Performed when working on equipment at ground level. The worker bends at the waist, or stoops to access difficult to reach areas, or areas underneath the equipment/vehicle hood. The worker may also bend/stoop to count, and stock inventory.
Twisting		X				Performed when working under equipment/vehicle hood, and underneath equipment/vehicle chassis.



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Squatting / Kneeling		X			Most of the work is performed in a standing, seated, or horizontal position (lying on back using four-wheeled cart (bone cart). The worker may squat or kneel prior to sitting on the wheeled cart. The worker may squat from time to time to inspect the vehicle, or perform some repair work; however, a work bench is available, as are ramps, and hydraulic lifts.
Crawling		X			Performed on a very seldom basis to access areas underneath vehicles. A hydraulic lift is available as are several types of four wheeled carpeted carts (bone cart).
Foot Controls, Driving			X		Required in order to start, and run vehicles/equipment to troubleshoot, and check repairs.

	N	S	O	F	C	
Reaching (Level)	Forward			X		Most of the work is performed within an arm's reach in front of the worker to conduct vehicle/equipment maintenance, operate computer, telephone, and office equipment, check reference materials, and work with inventory parts and equipment. The worker may extend the reach by bending at the waist, which is described above.
	Below Waist		X			Some work is performed below waist level to conduct maintenance and repair work, stock inventory, and manage file information.
	Above Shoulder			X		Some work is performed above shoulder level to conduct maintenance and repair work, stock inventory, and work overhead when vehicle/equipment is on hydraulic lift. The lift controls are located at or above chest level.
Handle/Grasp					X	The worker handles/grasps pneumatic, power, and hand tools, vehicle/equipment fluids, hoses, parts and equipment, cleaning tools (towels, cleaners), carts, safety equipment, steering wheels, keys, hand controls, telephone hand set, computer mouse,



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					cabinet and file drawers, reference materials (books, and binders), as well as
Fine Finger Manipulation		X			Filing papers (separating pages), and working with fine nuts, bolts, and wiring may require fine finger manipulation.
Hand Controls			X		Performed when operating equipment, turning machinery on and off, operating hoses to include fluid hoses as well as air, and water hoses.
Repetitive Motion			X		The worker likely spends approximately 20% of the day performing repetitive motion tasks including loosening/tightening caps, nuts, and bolts, wiping down parts, positioning parts/equipment into place, etc.
Vibratory Tasks			X		Some of the pneumatic and power tools create vibration. Working within or around an operating vehicle causes some vibration.

	N	S	O	F	C	
Talking			X			Tasks that require talking include telephone work, and communicating with staff and the general public.
Hearing				X		Hearing is required more than talking as the worker listens to the sound the equipment makes in order to diagnose problems for repair. This is also required to perform telephone work, attend meetings, and communicate with co-workers, and the general community.
Vision					X	Required to perform all maintenance, repair, inventory, filing, and computer tasks.

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C
Exposure to Weather		X				Noise Intensity				X	
Extreme Cold			X			Atmospheric Conditions		X			
Extreme Hot		X				Exposed Heights		X			
Wet and / or Humidity		X				Exposure to Electricity		X			
Proximity to Moving Mechanical Parts				X		Exposure to Toxic / Caustic Chemicals			X		
Exposure to Explosives		X				Exposure to Radiation	X				