



## **Job Announcement**

**February 4, 2019**

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The City of Live Oak is currently accepting applications for the position described below.

The City of Live Oak is an Equal Opportunity/Affirmative Action employer.

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### **Job Title:**

Mechanic

### **Brief Description:**

The purpose of this position is to repair and maintain all City fleet, including heavy and small equipment. This is accomplished by diagnosing and troubleshooting equipment and vehicles, conducting preventive routine service and maintenance, performing electrical and hydraulic tests, and welding and fabricating new parts. Other duties include preserving records of services completed and parts used, and compiling information for monthly reports.

### **Essential Functions:**

Maintains equipment and vehicles by conducting routine service inspections; running various tests on parts and systems; diagnosing problems; troubleshooting malfunctions; removing and replacing repair parts; ordering and picking-up parts; preparing equipment and parts for repair; and testing equipment to ensure proper functioning

Repairs equipment and vehicles by examining damaged equipment; removing and replacing vehicle components and parts; installing new parts as needed; welding and building new parts if warranted; taking parts and/or equipment to external vendor for repair if warranted; and test driving equipment upon completion of repair

Assists with shop duties by compiling data and records for monthly reports; keeping inventory of shop supplies and materials; ordering and picking up parts as needed; inspecting tools and equipment for potential dangers; recording services and repairs completed; answering phones; ensuring shop safety; cleaning up spills; and completing other tasks as directed

### **Required Experience and Training:**

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. Over three years up to and including five years' experience.

*\* This job description does not take into account potential reasonable accommodations for the purpose of compliance with the Americans with Disabilities Act (ADA).*

**Required Certificates and Licenses:**

Valid Driver's License.

**Starting Salary:**

\$31,022.15 - Annually Step increase after successful six month probation.

**Benefits:**

Health, Dental (DHMO Plan) and Basic Life, LTD & AD&D paid at 100% for employee along with 45% dependent coverage. Voluntary plans Vision, Additional Life/AD&D, STD and FSA. Retirement Plan - Texas Municipal Retirement System (TMRS) the City matches two to one. An employee becomes vested with the City at five years unless eligible for prior year service credit.

**Closing Date:**

Until filled

**Applications and additional information can be found on the city's web site:**

<http://www.liveoaktx.net/departments/human-resources/current-job-opportunities>

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Applications will be accepted by fax at 210-653-0015, can be emailed to [hr@liveoaktx.net](mailto:hr@liveoaktx.net), at the address listed below between the hours of 8:00 a.m. and 5:00 p.m., on the official application form. Applications and additional information is available at \* [www.liveoaktx.net](http://www.liveoaktx.net) \* or by contacting: *City of Live Oak Human Resources \* 8001 Shin Oak Drive \* Live Oak, TX 78233 \* 210-653-9140\**

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