



**Post Date:** June 24, 2019  
**Removal Date:** June 28, 2019

## CITY OF GAUTIER VACANCY ANNOUNCEMENT

**POSITION:** Mechanic  
**DEPARTMENT:** Planning Department  
**HOURS:** 40 Hours per Week  
**SALARY:** Grade 14 (\$34,840.00 - \$37,440.00 )

**DUTIES:** Repairs maintains automobiles, trucks, heavy equipment, machinery & mechanical equipment such as but not limited to engines, motors, pneumatic tools, trenchers, backhoes, air compressors, & pumps.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; possess and maintain a valid driver's license; and ***MUST*** be insurable by the City's insurance company.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:** High School Diploma or (GED) equivalent; Three (3) years of full-time journey-level experience; or equivalent combination of education and experience.

**REQUIRED DOCUMENTS:** Applicant must provide proof high school diploma or degree in a related field or provide a valid copy of his/her transcript to verify coursework. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required.

*(Job description with minimum requirements attached.)*

**INTERNAL APPLICANTS:** Please contact Lekeisha S. Hill, Human Resources Generalist at Gautier City Hall or call 228.497.8000 or email to: [lhill@gautier-ms.gov](mailto:lhill@gautier-ms.gov).

**APPROVED by:** Lekeisha Hill

**DATE:** 06/24/2019

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



# MECHANIC

<b>Department:</b>	Planning Department	<b>Pay Grade:</b>	14 (Schedule 2080)
<b>Reports To:</b>	Mechanic	<b>Exempt (Y/N):</b>	N
<b>Competitive (Y/N):</b>	N		

### SUMMARY:

Repairs maintains automobiles, trucks, heavy equipment, machinery & mechanical equipment such as but not limited to engines, motors, pneumatic tools, trenchers, backhoes, air compressors, & pumps.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Examines vehicle, equipment, or machinery in operation, listens & observes sounds to determine causes of mechanical failure.
- Removes unit such as engine, transmissions, differential, hydraulic pumps, radiator, bodies, wheels etc.
- Fabricates structures and equipment for construction of utilities and related systems.
- Repairs or replaces defective or worn parts such as pistons, rods, gears, valves, bearings, injector pumps, hydraulic liner, pumps and motors.
- Rewire electrical systems, lights, & instrumental panels.
- Reline & adjusts automotive components and other related equipment components.
- Performs complete overhaul of vehicle/equipment as necessary.
- Replaces and adjusts breaks, headlights, etc. and install & repair accessories such as radios, heaters, mirrors, & windshield wipers.
- Provides for complete servicing & lubrication for all City owned equipment and vehicles.
- Performs burning, welding and fabrication work of simple nature.
- Establish & maintains records on each piece of mechanical equipment for repairs or servicing.
- Provides cost estimate and damage reports for equipment upon request.
- Works closely with Division Supervisor to assure that an adequate supply of repair parts, fuel, & lubricants are kept in stock to maintain fleet.
- Maintain shop area, tools and equipment in a safe and clean condition.
- Performs special projects and other duties as assigned

### REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one situations with other employees of the organization to determine maintenance needs.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret pertinent mathematical information as it may pertain to maintenance, installation, or assembly of mechanical equipment.
- Ability to apply common sense understanding and reasoning to carry out instructions furnished in written, oral, or diagram form.
- Must be able to use Scan tools to troubleshoot & repair computer controlled vehicles.
- Must be able to operate brake lathe/ press and other tools associated with vehicle/equipment repair.
- Must possess and maintain a valid Mississippi vehicle operator's license.



## MECHANIC

### **SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts. The employee is occasionally exposed to extreme heat & risk of electrical shock. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

High School Diploma or General Education (GED); and one (1) year related experience and/or training; or equivalent combination of education and experience.

### **CIVIL SERVICE MINIMUM QUALIFICATIONS** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

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# Screening Schedule

## **MECHANIC** (Planning Department)

Advertise ..... June 20 – June 28, 2019  
Post ..... June 20, 2019  
Cut-Off Date ..... June 28, 2019  
Civil Service Receives Eligibility Listing..... July 11, 2019  
Interviews ..... To be scheduled at a later date

# CITY OF GAUTIER

3330 Hwy 90\* GAUTIER, MISSISSIPPI \* 39553-5124 \* TEL: 228-497-8000 \* FAX: 228-497-8028

**Clear Form**

*We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.*

## PLEASE PRINT OR TYPE \* PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)		Date of Application	
Last Name		First Name	Middle Name
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)			
Daytime Phone #: _____		Evening Phone #: _____	
Email (if checked daily):			
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:			
Are you a United States citizen? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Do you have a valid Mississippi driver's license?		<input type="checkbox"/> NO <input type="checkbox"/> YES	License #: _____
Are you employed now?		<input type="checkbox"/> NO <input type="checkbox"/> YES	Date available for work: _____
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES			
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>			
If Yes, please explain.			
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If Yes, please describe.			
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If yes, please give name(s) and relationship(s).			

**EDUCATION** *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

Describe any specialized training, apprenticeship, extracurricular activities and honors received

**EMPLOYMENT EXPERIENCE** *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities.. An additional sheet will be provided upon request.. Resumes may be attached*

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

**REFERENCES (Do not include relatives)**

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby authorize the City to conduct any and all necessary background checks concerning my criminal record as may be necessary, and I understand the presence of a criminal record may prevent me from being hired.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of one year from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



**City of Gautier**  
 Office of Human Resources  
 3330 Highway 90 • Gautier, MS 39553  
 228.497.8000/ (Fax) 228.497.8028  
 Email: [hr@gautier-ms.gov](mailto:hr@gautier-ms.gov)



**VERIFICATION OF PREVIOUS MECHANIC WORK EXPERIENCE**

**Note to Applicant:** Complete this section and submit to your previous employer for verification of your work experience.

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_  
 TO: \_\_\_\_\_ FROM: \_\_\_\_\_  
 COMPANY: \_\_\_\_\_ PREVIOUS NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ (If applicable) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

\_\_\_\_\_ Applicant Signature                      \_\_\_\_\_ Social Security Number                      \_\_\_\_\_ Date(s) of employment

**Note to Previous Employer:** Please complete the information requested below and mail directly or fax to:

**City of Gautier**  
**Human Resources Department**  
**3330 Highway 90**  
**Gautier, MS 39553**  
**Fax: (228) 497-8028**

Date of Employment: \_\_\_\_\_ Last Date of Employment: \_\_\_\_\_

*Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.*

Employee's Position/Title	Briefly describe duties of position	Date employee began position	Date employee ended position	Indicate if Full-Time or Part-Time Status

Completed by: \_\_\_\_\_  
 (Print Name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**AUTHORITY TO RELEASE INFORMATION**

To Whom It May Concern:

I hereby authorize any authorized representative of the City of Gautier bearing this release, or copy thereof, within one (1) year of its date, to obtain any information in your files pertaining to my employment, military, educational (including, but not limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records), and law enforcement records (including, but not limited to, any record of charge, prosecution or conviction for criminal or civil offenses).

I hereby direct you to release such information upon request to the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Gautier for the purpose of a pre-employment background check.

I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, law enforcement agency, or criminal justice agency, including its officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

I am furnishing my personal information on a voluntary basis with the understanding such is not required by Federal statute or regulation. I understand that the City of Gautier will utilize this information only to facilitate the location of the above mentioned records concerning me with this application. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name: \_\_\_\_\_  
(Type or Print – including maiden or any previously used name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN (Optional): \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_