



**JOB DESCRIPTION**



<b>POSITION:</b>	<i>Mechanic</i>		
<b>FLSA:</b>	Non-Exempt	<b>LOCATION:</b>	DWT-Detroit
<b>REPORTS TO:</b>	Maintenance Supervisor	<b>DIVISION/DEPARTMENT:</b>	Maintenance

**POSITION SUMMARY:**

**Repair and maintain all equipment on the property and within the ventilation building to keep equipment in working order and facility fully functioning on a 24/7 basis.**

**CORE DUTIES/RESPONSIBILITIES:**

- Performs tasks assigned by Supervision
- Maintains, repairs and overhauls maintenance equipment
- Ensures operation of all machinery and mechanical equipment on the Company’s property
- Operates equipment located in the Detroit Ventilation Building
- Capable of covering garage mechanic duties
- Repairs and maintains all maintenance equipment: compressors, generators, gas powered saws, gas powered pumps, air tools (jack hammers, air chisels, portable air compressor) and snow removal equipment
- Maintains test equipment (meters, pullers, impact wrenches) and fuel dispensing equipment (waste oil storage and containment)
- Uses tools and equipment necessary for performing all maintenance and repair operations
- Notifies supervisor of potentially dangerous equipment and corrective action taken
- Trained on tunnel emergencies, disabled vehicles in the tunnel and on Company property
- Retrieves debris and hazardous items from the tunnel roadway
- Orders repair parts from designated suppliers upon supervisory approval
- Maintains small parts storeroom
- Controls supplies and stock for the Maintenance Department (fasteners, oil, and grease)
- Understands how to correctly use all safety equipment around the property
- Installs, maintains, and repairs mechanical equipment and machinery (fans, gears, chains, etc.)
- Operates Ventilation Building equipment (sub-station switching)
- Performs preventative maintenance requirements on machinery and equipment
- Locates source (s) of problems by observing mechanical devices in operation, listens for problems and uses precision measuring and testing instruments
- Tests equipment after repairs
- Notifies maintenance supervisor of all equipment malfunctions and corrective action taken
- Notifies supervision when supplies are needed



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- Works with other skilled trades personnel (electricians/masons) in maintaining and repairing machinery, plumbing, physical structures, and electrical wiring and components, etc., as directed
- Performs work as glazier, locksmith, plumber, and ventilation operator
- Performs minor repairs on HVAC
- Paints when assigned and/or when needed
- Performs all duties of facilities maintenance and upkeep, as needed
- Operates company pick-up trucks, including Plows and Salter
- Maintains a safe, secure, and clean working environment by complying with Company policies, procedures, rules, and regulations
- All other duties as assigned

### **REQUIREMENTS/QUALIFICATIONS:**

- Certified industrial mechanic/millwright or certified welder
- 2 years' experience as a Mechanic
- Motor Vehicle Driver's License (with CDL preferred)
- High School Diploma or equivalent
- Ability to perform basic body repair (dents and touch-up)
- Experience with welding, shielded arc, and oxy/acetylene
- Ability to work in a crouched position or on back lying on mechanic's dolly beneath motor vehicle equipment
- Ability to work in an environment that is subject to dust, dirt, and grease conditions
- Ability to operate heavy and light duty towing equipment
- Ability to operate forklift/front-end loader, bucket-lift truck
- Ability to operate cable hoist and automotive lift hoist
- Ability to swing heavy sledgehammer to remove drive axles, drive shafts, etc.
- Ability to climb (ladders, steps, etc.)
- Ability to lift minimum of 65 lbs
- Ability to use a portable communications radio
- Ability to work in tight space confined near moving traffic (Tunnel)
- General knowledge of plumbing, electrical, construction, machine operation, HVAC, and electronic and computer-controlled equipment
- General knowledge of various types of equipment used in the building trades (hand, power & air (pneumatic) tools, jackhammer, mixer, self-propelled snow blowers, mechanized push sweeper, chain falls and jacks)
- Ability to troubleshoot mechanical problems on ventilation and other equipment
- Ability to perform general labor functions and to work in mechanically oriented situations
- Ability to work autonomously, with little or no supervision
- Must be fully vaccinated for COVID-19