

Mechanic I

Department: Public Works

FLSA Status: Non-Exempt

Pay Grade: 103

Job Summary

Performs technical work in the maintenance and repair of vehicles and equipment.

Duties and Responsibilities

1. Diagnoses and performs major repairs to vehicles and equipment; performs preventative maintenance work on vehicles and equipment.
2. Reads and interprets manuals, drawings and specifications; estimates labor, material and equipment and order parts necessary to complete assignments.
3. Orders and maintains supplies and parts as necessary; interacts with sales contacts and vendors as required.
4. Assists with the specifications, bids and purchase of equipment for Town departments.
5. Designs and fabricates metal parts as required.
6. Operates a variety of equipment including small engine equipment, light duty vehicles, dump trucks, rollers, loaders, motor graders, excavators, Neighborhood Electric Vehicles (NEVs), etc.
7. Maintains a variety of records; makes periodic and special reports of work performed; develops manuals and instructional procedures.
8. Ensures that safe work practices and procedures are followed and that appropriate safety equipment is utilized.

Required Knowledge and Skills

Knowledge of:

- Methods, techniques, parts, tools and materials used in the maintenance and repair of gasoline diesel powered and electric vehicles and equipment.
- Welding and metal work principles and techniques.
- Safe work methods and safety regulations.
- Standard office administrative practices and procedures, including record keeping systems and the operation of office equipment, computers, and associated software.
- Building maintenance principles and techniques to include electrical, plumbing, HVAC, etc.

Mechanic

Skill in:

- Repair of a wide variety of vehicles and equipment.
- Operation of hand and power tools.
- Ensuring safe and proper use of facilities, vehicles and equipment.
- Performing arithmetic calculations in an efficient and effective manner.
- Estimating necessary materials, supplies and equipment to complete assignments.
- Reading and interpreting manuals, drawings, and specifications.
- Preparing and maintaining records and reports of work performed.
- Using initiative and independent judgment within established guidelines.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide services in the most cost effective and efficient manner.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.

Minimum Job Requirements

Equivalent to high school diploma and four (4) years of journey-level experience as a vehicle and equipment mechanic on CDL vehicles.

Must possess a valid Colorado Commercial Driver's License (CDL) or obtain one within thirty (30) days of employment.

ASE Certification(s) required or ability to obtain within one (1) year.

Background Investigation

Employment is contingent upon the results of a comprehensive education/experience background investigation and a criminal history record check.

Medical Examination

Employment is contingent upon the results of a physical examination performed by our examining physician. A pre-employment drug test is part of the examination.

Mechanic

Working Conditions and Physical Effort

Strength and physical ability to perform duties in a shop setting including operating light and medium vehicles, hand and power equipment; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds of force; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Reasonable accommodations may be made to enable individuals to perform essential functions of the job.

Work is subject to performance under adverse environmental conditions, with exposure to potentially hazardous fumes, solvents, chemicals, electrical currents and mechanical parts.

The Town of Crested Butte is an Equal Employment Opportunity Employer.

This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.

Updated: 07/21/2025