City of Moore

VACANCY ANNOUNCEMENT

Job Title: **SENIOR HEAVY EQUIPMENT MECHANIC**

Open Date: October 26, 2026
Closing Date: Open until filled

Pay Rate: **$25.26 – 32.84** per hour ($52,550 – 68,314 annually)
Job Type: Full-time with benefits
Department: Public Works – Fleet

JOB SUMMARY

Perform skilled work in the repair, maintenance, and modification of heavy motorized equipment, heavy and light trucks and automobiles, and fire trucks and equipment. Position will supervise a small group of employees, and will perform the same or closely related work as those supervised.

EXAMPLES OF DUTIES

- Diagnose mechanical defects in trucks, automobiles, dump trucks, tractors, graders, cranes, street sweepers, mowers, forklifts, rollers, compactors, bulldozers, backhoes, loaders, scrapers, excavators, and other diesel and gas-powered construction equipment.
- Perform needed repairs and complete approved work in accordance with existing technical manuals, specifications, or instructions.
- Repairs, overhauls, and rebuilds engines.

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED required.
- Three (3) years of experience in automotive/general equipment maintenance or equivalent, AND
- Two (2) years of experience in electrical, hydraulic, or pneumatic systems mechanical maintenance, including work on fire equipment and/or heavy construction equipment.
- Must possess, or be able to obtain within six (6) months of hire, a valid Oklahoma Commercial Driver's License (CDL – Class B).
- Must have own toolbox with appropriate tools or must acquire them; the City will provide specialty tools (see job description for details).

Selected applicant must pass a background investigation and drug test prior to employment and may be required to supply a current driving record.

ALL APPLICANTS MUST COMPLETE AN APPLICATION

Application and additional information about this job can be found at

https://www.cityofmoore.com/departments/jobs.

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Christine Jolly, Director of Human Resources at hr1@cityofmoore.com or 405.793.5004.

City of Moore is an Equal Opportunity Employer

CITY OF MOORE
Job Description

Senior Heavy Equipment Mechanic

Job Code: **7236**
Exempt: No
Department: Fleet Maintenance
Reports To: Fleet Maintenance Supervisor
Location: Fleet Maintenance Facility
Date Approved: September 6, 2022

GENERAL DESCRIPTION OF POSITION

To perform skilled work in the repair, maintenance, and modification of heavy motorized equipment, heavy and light trucks and automobiles, and fire trucks and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Overhaul, repair, and maintain fire equipment and trucks that have hydraulic, pneumatic, and mechanical utility systems and controls and features not commonly found on ordinary vehicles; repair centrifugal and rotary pumps; maintain and repair hydraulic operated aerial ladders; maintain, perform tune-ups, and service fire equipment engines. This duty is performed as needed, about 15% of the time.
2. Diagnose mechanical defects in pickup trucks, automobiles, dump trucks, tractors, motor graders, cranes, mowers, street sweepers, forklifts, rollers, compactors, bulldozers, backhoes, loaders, scrapers, excavators, and other diesel and gas-powered construction equipment. This duty is performed daily, about 20% of the time.
3. Perform needed repairs and complete approved work, ensuring that clearances, fittings, adjustments, settings, replacements, and repairs are correct and precise in accordance with existing technical manuals, specifications, or instructions. This duty is performed daily, about 20% of the time.
4. Repairs, overhauls, or rebuilds engines and does other major repairs of systems such as diesel, gasoline, and other types of internal combustion engines, automatic and standard transmissions, heavy duty drive line systems, and hydraulic utility systems and controls. This duty is performed daily, about 15% of the time.
5. Repair and maintains heavy equipment such as bulldozers, road graders, rollers, front-end loaders, backhoes, and similar power shovels; mobile cranes and similar heavy construction and earth moving vehicles. This duty is performed as needed, about 10% of the time.
6. Fit and install parts, pistons, piston rings, valves, bearings, gears, and cylinders to appropriate tolerances. This duty is performed as needed, about 5% of the time.
7. Make changes or modifications in accordance with specifications and guidelines. This duty is performed as needed, about 5% of the time.
8. Connect, mesh, align, and adjust items and systems to assure proper operations of the complete system or vehicle and tests completed work to assure proper performance of equipment repaired. This duty is performed as needed, about 5% of the time.

9. Maintain work, time, and material records. This duty is performed daily, about 2% of the time.

10. Maintain shop cleanliness; repair shop equipment as necessary. This duty is performed daily, about 2% of the time.

11. Clean vehicles and equipment. This duty is performed as needed, about 1% of the time.

12. Assist in new employee orientation as assigned.

13. Good attendance is required.

14. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.

15. May assist in other sections of the department as necessary. This duty is performed as needed.

16. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations that permit frequent opportunities for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Light mental demand. Operations require intermittent directed thinking to carry out predetermined procedures or sequences of operations of limited variability. Operations require intermittent attention to control machines or manual motions.

ANALYTICAL ABILITY/PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations that conform to clearly established patterns and modes.

SUPERVISORY RESPONSIBILITIES

Supervises a small (2-4) group of employees in a lower classification, and performs the same or closely related work as those supervised. Assigns work, checks work, and assists and instructs as required. Work supervised is of a non-technical nature and does not vary in complexity to any great degree.

RESPONSIBILITY FOR FUNDS, PROPERTY, and EQUIPMENT

Occasionally responsible for the organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from $150,000 to $1,000,000.

ACCURACY

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

ACCOUNTABILITY

FREEDOM TO ACT

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties/responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Minimal impact. Job has little or no impact on the organization's end results. Job is focused on non-decision making activities or inconsequential duties.

PUBLIC CONTACT

Occasional contacts with patrons on routine matters.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle-level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken.

USE OF MACHINES, EQUIPMENT, AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to such elements as noise, intermittent standing, walking, and occasionally pushing, carrying, or lifting.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts, fumes or airborne particles, vibration; and occasionally exposed to work in high, precarious places, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel; frequently required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; talk or hear; and occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Methods, materials, tools, and standard practices of the automotive trade as applied to the repair and maintenance of heavy trucks, heavy construction equipment, and fire equipment
- Hazards and safety precautions of the trade
- Principles of operation and maintenance of heavy motorized equipment
- Mechanical makeup and operation of a variety of heavy-duty systems, assemblies, and parts including major systems such as diesel multi-fuel and gasoline engines, drive train assemblies and hydraulic lifting, loading, turning, and positioning systems including their mechanical, hydraulic, and pneumatic controls.

- Tools, equipment, techniques, and procedures used in preventive maintenance of gas and diesel-powered equipment
- Proper safety precautions related to all work performed

Ability to:

- Use technical manuals, illustrations, diagrams, specifications, schematics, and similar guides to make repairs and modifications
- Understand and carry out oral and written directions
- Select best work methods to find and correct mechanical defects and make appropriate repairs
- Work independently in the absence of supervision
- Carry mechanics' 24-hour on-call pager or cell phone
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits making sound decisions, using good judgment, and utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

Education and Experience

Any combination of education, experience, and training is qualifying.

Education: High school diploma or equivalent

Experience: At least three (3) years of experience in automotive/general equipment maintenance or equivalent experience; PLUS two (2) years of experience in electrical, hydraulic, or pneumatic systems mechanical maintenance, including work on fire equipment and/or heavy construction equipment.

License or Certificate: Possession of or ability to obtain a valid Oklahoma Class B CDL license within six (6) months of the date of hire

NOTE: Applicant must have own toolbox with appropriate tools or must acquire them. (i.e., wrenches metric and SAE, screwdrivers, pliers, OHM and Voltmeter, pry bars, shallow and deep metric and SAE sockets sets - 1/4, 3/8, and 1/2 drive). The City will provide specialty tools (i.e. scanners and lab scopes).

WORKING CONDITIONS

Environmental Conditions:

Involves moderate risks and discomforts such as a high level of noise and vibrations when working near heavy equipment or machinery; dirt, dust, and grease; moving parts or objects; and irritants, odors, and chemicals. Special safety precautions are required and protective clothing or gear may be required.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing, walking, and sitting for prolonged periods of time, moderate to heavy lifting; must be able to operate an assigned vehicle; general manual dexterity; visual acuity to conduct inspections. Must be able to perform attached essential job functions.