



**CITY OF MINNEAPOLIS**  
invites applications for the position of:

## **Automotive Mechanic**

<b>SALARY:</b>	\$28.56 - \$29.82 Hourly \$59,404.80 - \$62,025.60 Annually
<b>JOB TYPE:</b>	Full-time
<b>DEPARTMENT:</b>	Public Works - Fleet Services
<b>LOCATION:</b>	Various locations within the Twin Cities Metro Area
<b>VACANCIES:</b>	1
<b>CLOSING DATE:</b>	06/27/21 11:59 PM
<b>POSTING TYPE:</b>	Open to the public

### **POSITION DESCRIPTION:**

As the largest and most vibrant city in the state, Minneapolis depends on purposeful, dedicated and innovative employees. Minneapolis has a large variety of careers for people of all experiences and backgrounds who come together for a singular purpose--serving the residents, businesses and visitors of Minneapolis.

You will perform mechanical repairs/preventive maintenance on all City vehicles, police and fire vehicles, and construction equipment involving work with complex electrical systems, hydraulic systems, fuel systems, anti-lock brake systems, etc.

Training will last up to 6 weeks from 7am - 3:30pm, Monday - Friday. Once complete you will transition to your normal shift. Shifts are decided by seniority and availability, you will need to be available for all shifts at the start of employment: 7am - 3:30pm, 11pm - 7:30am, 10pm, - 6:30am, and 2:30pm - 11pm.

**You may be eligible for additional pay for ASE certifications and Night Shift Differential.**

### **JOB DUTIES AND RESPONSIBILITIES:**

- Troubleshoot, install and/or repair hydraulic systems, transmissions, gas/diesel engines, electrical systems, clutches, differentials, ignitions and alternators for cars, trucks, fire and Police apparatus, packers, plows and heavy equipment.
- Fabricate parts and accessories for equipment using gas and electric welding equipment.
- Install and/or repair electrical wiring in equipment.
- Diagnose, adjust, repair, and replace electric, hydraulic, and air brakes.
- Perform preventive maintenance on vehicles/equipment as scheduled, and to Original Equipment Manufacture (OEM) standards.
- Complete repairs necessary for daily vehicle inspection reports and annual inspections for the State of Minnesota.
- Make recommendations on repair or replacement of equipment.
- Repair breakdowns of equipment in the field to ensure minimum down time.
- Order parts and supplies as necessary.
- Record and document all repairs using computers and logbooks.

- Contact service departments for warranty work, equipment modifications and updates.
- Check new equipment to ensure compliance with specifications.
- Mount and remove snow and ice control equipment.
- Drive snow plow trucks and/or equipment as needed.
- Perform annual certified DOT inspections.
- Maintain records of repairs made, orders, and time worked, using City Software

**Working Conditions:** Exposure to hazardous chemicals, temperature changes, loud noises, carcinogens, gas and diesel fumes, etc.

## REQUIRED QUALIFICATIONS:

**Minimum Qualifications:** Successful completion of an 18 to 24 month college / vocational course, at an accredited school, in automotive maintenance/repair or equivalent.

**Minimum Experience:** Three years of motor vehicle/equipment repair experience

**Equivalency:** An Equivalent combination of related education/experience may be considered

### License/Certifications:

- Must possess and continue to maintain a valid Class D License
- Must possess a valid Class A or Class B commercial Driver's License within six (6) months of employment, as a condition of employment, and continue to maintain a valid Class A or Class B Commercial Drivers's License with air brake and tanker endorsements, as a condition of employment
- Able to obtain Minnesota Commercial Motor Vehicle Inspector and Forklift Certificates within six (6) months of employment. (Forklift Certification will be done in-house)

**Selection Process:** The selection process will consist of one or more of the following steps: a rating of relevant education and experience and/or an oral examination (100%). It is important that your application show all the relevant education and experience you possess. This information will be used to determine which candidates will proceed in the selection process. A submitted application is also used to verify the answers to any supplemental questions. Only those candidates who attain a passing score (70%) on each step in the selection process will be placed on the eligible list. The City of Minneapolis Human Resources Department reserves the right to limit the number in any phase of the selection process.

**Interview Selection:** The hiring authority reserves the right to determine the maximum number of candidates to interview from the established eligible list. If the hiring authority decides to interview other than by exam score order, they may select additional people to interview based on a candidate's education or experience related to the field, work history, or skills uniquely related to the operational needs of the position.

**Background Check:** The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

**Drug and Alcohol Testing:** All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position.

**Medical Exam:** After a conditional job offer, candidates will be required to pass a medical examination which includes a physical screening.

**Union Representation:** This position is represented by a collective bargaining agreement between the City of Minneapolis and the Construction Equipment Operators and Mechanics Unit, IUOE Local #49. For more information on the terms and conditions of this agreement please visit:

[http://www.minneapolismn.gov/hr/laboragreements/labor-agreements\\_iuoe-49\\_index](http://www.minneapolismn.gov/hr/laboragreements/labor-agreements_iuoe-49_index)

**Eligible List Statement:** The names of applicants who meet minimum qualification and who pass the screening process shall be placed on the eligible list for employment consideration. This list will be certified to the hiring manager who may use the list to fill a vacancy of the same job title. This eligible list will expire three (3) months after it has been established.

## KNOWLEDGE, SKILLS AND ABILITIES:

- Minnesota Commercial Motor Vehicle Inspector Certification (one year of hire)
- Good knowledge of vehicle engine repair, which includes diesel, heavy-duty vehicles and/or construction equipment.
- Good Knowledge of and ability to perform metal cutting and welding utilizing oxy/acetylene torches and electric welding equipment.
- Good knowledge of the construction and operation of gas and diesel powered vehicles.
- Considerable knowledge of the tools, methods and techniques applicable to the repair and maintenance of automotive, small engine and heavy equipment (garbage and dump trucks, loaders, etc)
- Working knowledge of computers, ability to use the internet to research vehicle information.
- Verbal and written communication skills using the English language.
- Knowledge of the occupational hazards of the work and necessary safety precautions.
- Physical ability to lift heavy objects.
- Skill in trouble shooting and diagnosing mechanical problems.
- Ability to organize and administer a maintenance program.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.minneapolismn.gov/jobs>

Position #2021-00345  
 AUTOMOTIVE MECHANIC  
 JP

250 South 4th Street  
 Room #100  
 Minneapolis, MN 55415  
 (612) 673-2282

[human.resources@minneapolismn.gov](mailto:human.resources@minneapolismn.gov)

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## Automotive Mechanic Supplemental Questionnaire

- \* 1. Do you have a valid Driver's License?  
 Yes    No
  
- \* 2. Do you have a Class B (or better) Commercial Driver's License with no Air Brake Restrictions and with Tanker Endorsement.  
 Yes

- No
3. If you answered NO to the the question above are you able to get a Class B (or better) Drivers License with no air brake restriction and a tanker endorsement within 6 months of employment?
- Yes  
 No  
 Not Applicable
- \* 4. Have you successful completed an 18 to 24 month college/vocational course, at an accredited school, in vehicle maintenance/repair or equivalent?
- Yes  
 No
- \* 5. This position may work different shifts. The shift hours are 7:00 am to 3:30 pm, 11:00 pm to 7:30 am, 10:00 pm to 6:30 am and 2:30 to 11:00 pm with possible earlier starting times as needed. Are you able and willing to work any of these shifts?
- Yes    No
- \* 6. Do you have three (3) years of motor vehicle/equipment repair experience, which has included one (1) year with medium or heavy-duty vehicles and diesel engines?
- Yes    No
- \* 7. How many years of experience do you have with using scan tools to diagnose vehicle problems; i.e. engines, transmissions, brakes, etc.
- No Experience  
 Less than 3 years  
 3 years but less than 5  
 5 years but less than 7  
 7 or more years
- \* 8. How many years of experience to you have with vehicle engine repair, which includes diesel, heavy-duty vehicles and/or construction equipment?
- No experience  
 Less than 3 years  
 3 years but less than 5  
 5 years but less than 7  
 7 or more years
- \* 9. How many years of experience do you have performing metal cutting and welding utilizing oxy/acetylene torches and electric welding equipment?
- No experience  
 Less than 3 years  
 3 years but less than 5  
 5 years but less than 7  
 7 or more years
- \* 10. How man years of experience do you have in trouble shooting and diagnosing mechanical, electrical and hydraulic problems?
- No experience  
 Less than 3 years  
 3 years but less than 5  
 5 years but less than 7  
 7 or more years
- \* 11. How did you find out about this position? (Select all that apply)
- City of Minneapolis website

- City of Minneapolis employee
- City of Minneapolis job alert
- City of Minneapolis Career Opportunities Bulletin
- Friend or family member
- League of Minnesota Cities website
- Diversityjobs.com website
- Governmentjobs.com website
- Indeed.com website
- Minnesotajobs.com website
- Minnesota Council of Nonprofits website
- Other website
- LinkedIn
- Twitter
- Facebook
- Other social media site
- Newspaper
- Other media
- College or University
- Community organization
- Job fair
- Professional association
- Site Visit

12. Please specify where you heard about this position (e.g., website name, City of Minneapolis employee name, job fair, professional association).

\* Required Question