



**EMPLOYMENT OPPORTUNITY
WITH THE
CITY OF LA MARQUE**

POSITION AVAILABLE: MECHANIC I

GENERAL DESCRIPTION:	Under supervision by the Lead Mechanic, performs technical and skilled mechanical work in the repair and maintenance of a variety of vehicles and equipment for the City. Work involves diagnosing malfunctions in vehicles, changing tires, replacing, or rebuilding worn or broken parts, responding to road calls, test driving vehicles, and maintaining records of work performed.
MINIMUM TRAINING/EXPERIENCE:	Graduation from high school, supplemented by college-level course work in automotive mechanics or a related field, and 1 to 2 years of experience in automotive mechanics and/or allied building trades work, including responsible supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
SALARY:	\$18.00 - \$19.00 per hour DOQ
DEADLINE:	Open Until Filled

An application must be completed and may be obtained on the City's website at www.cityoflamarque.org The City of La Marque is an Equal Opportunity Employer (EOE). Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below

**City of La Marque
1111 Bayou Road
La Marque, Texas 77568**

See Job Description and Employee Benefits attached.

Title: Mechanic I

Department: Public Works – Streets

Grade Level:

FLSA Status: Non-Exempt

Reports To: Lead Mechanic

Job Summary

Under supervision by the Lead Mechanic, performs technical and skilled mechanical work in the repair and maintenance of a variety of vehicles and equipment for the City. Work involves diagnosing malfunctions in vehicles, changing tires, replacing, or rebuilding worn or broken parts, responding to road calls, test driving vehicles, and maintaining records of work performed.

Essential Job Functions (Must be performed with or without accommodations)

- Assists with repair and maintenance of City-owned vehicles, heavy equipment, and machinery; replaces worn parts; performs major and minor engine tune-ups and adjustments; adjusts and makes repairs to engines; generators and related units; rebuilds or replaces worn or defective parts; etc.
- Assists with repair and maintenance of City Leased Vehicles used by the Emergency Services Department, including oil changes, brake replacements, tire replacement and other major and minor service-related tasks.
- Makes recommendations for needed service-related work, which may be outside of our expertise and ability to perform.
- Maintain the Service Center Shop in a clean and orderly condition and oversee the general condition of the Service Center Yard, maintained by multiple staff and Divisions.
- Assists with other Divisions needs if necessary.
- Performs other duties as assigned.

Training Education and Experience:

Graduation from high school, supplemented by college-level course work in automotive mechanics or a related field, and 1 to 2 years of experience in automotive mechanics and/or allied building trades work, including responsible supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

SPECIAL EQUIREMENTS

Possession of a Class “C” driver’s license issued by the State of Texas.

Possession or ability to obtain a Class B CDL within one year of employment.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including computers, scanners, calculators, mechanics and automotive tools, welding equipment, air conditioners, etc. Must be physically able to operate a variety of motor vehicles. Requires the ability to exert in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical requirements are those for Very Heavy Work.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, invoices, manuals, purchase orders, specifications, bids, insurance claims, inventory reports, schedules, logs, manuals, drawings, diagrams, etc. Requires the ability to prepare reports, purchase orders, invoices, schedules, budgets, evaluations, forms, etc., using prescribed format. Requires the ability to speak to people with poise, voice control and confidence.

EMERGENCY OPERATION CLASSIFICATION: TIER 1– Essential: Employees with specific responsibilities that remain in the City on the job alternatively, at a designated location during an emergency.

Benefits for City of La Marque Employees

Medical Insurance (Blue Cross Blue Shield): City pays the full premium for the employee only. Dependent coverage is offered but is paid by the employee.

Dental/Vision/Life Insurance (MetLife): City pays the full premium for Dental Insurance for the employee only. Dependent Insurance is offered but is paid by the employee.

City offers Vision Insurance for employee & dependents but not paid by the City. Very low premium offered to the employees.

Life Insurance: \$50,000 Basic Life Insurance for an employee.

All insurance does not go in to effect for new hires until 30 days after their hire date and the first of the next month.

TMRS (Texas Municipal Retirement System): Each employee contributes 7% of salary per pay period into the TMRS retirement system. Once the employee is vested (5 years of service), the City matches it 2-1 by time of retirement. Eligibility for retirement is 20 years of service or reaches age 60 whichever comes earlier plus vested five years.

Vacation/Sick Leave: Each employee earns 6.7 hours of vacation per month and 8 hours of sick leave per month.

Holidays: Employees have 12 paid holidays a year.

New Year's Day

Martin Luther King Birthday

Good Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Longevity Pay: When an employee reaches 12 months of service with the City, the employee will start earning \$6.00 a month of longevity pay. The next November they will receive a paper check for the total accumulated. It adds up every year.

ICMA (457 Plan): This is similar to a 401K. A 457 Plan is a retirement savings plan and investment vehicle with tax advantages. This is a supplemental retirement plan offered to employees besides the TMRS plan.

Deer Oaks Employee Assistance Program: A free, confidential benefit offering short-term counseling, resources and referrals for employees and the employee's dependents.

Premier Pension Solutions (Section 125 Cafeteria Plan): This is a Health Care Flexible Spending Account (FSA) and /or Health Reimbursement Account (HRA) dollars can be used for a variety of out-of-pocket health care expenses that qualify as federal income tax deductions under Section 213(d) of the internal Revenue Code ("IRC").