



Department or Office: Central Garage
Position: Mechanic
Job Category: LTC (Labor, Trades, Crafts)
Status: Permanent, Full-time
Scheduling: 40 hours per week
FLSA Status: Non-exempt
Date of Announcement: March 27, 2026
Application Deadline: Until position is filled

Job Summary:

Performs intermediate work in the regular and preventive maintenance of city-owned vehicles, and related work.

Essential Duties and Responsibilities:

The following duties are normal for this position but not all inclusive.

- Conduct regular and preventive maintenance on city-owned vehicles.
- Advise Fleet Maintenance Manager about potential safety hazards.
- Operate a variety of equipment, heavy equipment, tools, and instruments
- Monitor and replenishes stock inventory.
- Clean up shop area.
- Ensure safety of others and self.
- Assist other departments, as necessary.
- Perform other related/essential duties as required.

Minimum Training and Experience Required:

- High School Diploma or GED and considerable work experience in auto mechanics or related field or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

Special Requirements:

- A valid Commercial Driver's License (Class B) is required - or must be able to obtain.
- Air Brake Certification and Automotive Electrical Certification preferred.
- Knowledge of various diagnostic scanners and computer programs related to fleet repair industry.

Minimum Physical and Mental Abilities Required:

- Ability to utilize departmental equipment and tools including welders, computers, drill press, lathe, milling machine, testing equipment, trucks, loaders, mechanic's tools, diagnostic instruments, micrometer/calipers, cleaning solvents/chemicals, paints/thinners, etc.
- Ability to exert significant physical effort in moderate to heavy work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance.

Supervisory Responsibilities:

- Not applicable

Mathematical Ability:

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents including maintenance reports, technical bulletins, vehicle bar graphs, wiring schematics, scan diagnostic tools and other reports and records.
- Ability to prepare vehicle maintenance reports, safety reports, and other job-related documents using prescribed format and conform to all rules of punctuation, grammar, diction, and style.
- Ability to accurately record and deliver information and meet deadlines.
- Ability to perceive and discriminate colors, sounds, tastes, textures, odors, and shapes.
- Ability to use independent judgment and common sense.
- Ability to work under stressful conditions, to respond immediately to crisis situations and to balance priorities.
- Ability to communicate effectively with Department Managers, other City employees, union representatives, and the public both verbally and in writing.

Rate of Pay:

- Teamsters Category A starting at \$31.34/hour.
- Union Category A as designated by current salary ordinance.

Work Hours:

Monday - Friday, 7:00 a.m. - 4:00 p.m. (hours may vary)

Applications are available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshen.in.gov Click Job Opportunities.

The City of Goshen provides equal employment opportunities for all employees and applicants for employment. EOE/Drug Free/Smoke Free