



<b>Position Title:</b>	<b>Public Works Mechanic</b>
<b>Department:</b>	<b>Public Works</b>
<b>Supervisor</b>	<b>Public Works Director</b>
<b>Supervision Exercised:</b>	<b>N/A</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Average Hours per Week</b>	<b>40</b>
<b>Position Type:</b>	<b>Full Time, Benefits Eligible</b>
<b>Pay Grade:</b>	<b>8</b>
<b>Location:</b>	<b>Operations, 3451 S. Ard Road</b>
<b>Last Updated:</b>	<b>October 8, 2021</b>

### **General Purpose**

The principal function of an employee in this class is to perform skilled maintenance, service and repair work on City equipment. Employees may operate light and heavy equipment, troubleshoot problems and implement solutions etc. Work is performed under the supervision of the Public Works Director. The principal duties of this class are performed in a shop with some outdoor environment that may involve inclement weather and potential personal hazards.

### **Supervision Received**

Works under the supervision of and reports directly to the Public Works Director.

### **Essential Duties and Responsibilities (Duties will vary depending on assignment and therefore the following list is illustrative only)**

- Diagnose and repair a variety of equipment and vehicles used within the City including repair and maintaining power plants, power-trains, and all related accessory systems involved with the unit. This equipment will consist of: Highway maintenance equipment including Motor Graders, Sweepers, Excavators, Frontend loaders, Equipment Trailers, Sanders, 10-wheel trucks, 6-wheel trucks, and a variety of light duty equipment
- Diagnose, repair and maintain a variety of electrical and electronic systems used on various equipment and vehicles including computer control components, high voltage AC currents, and other electronic systems. The vehicles will consist mainly of 10-wheel and 6-wheel trucks
- Diagnose, repair and maintain all types of heating and air conditioning systems used within vehicles and equipment
- Manufacture and weld various equipment parts and components including, but not limited to, mechanical components for equipment (snow plow harnesses, sander parts, etc.) and other specialized parts not readily available for purchase
- Performs minor repair on vehicles as a normal part of vehicle/equipment maintenance
- Repair steering and suspension systems on all City vehicles. Steering and suspension systems will consist mainly of types used on heavy duty trucks
- Maintain records of repairs, parts orders, and related information and documentation using word processing and spreadsheet computer programs.
- Diagnose, repair and fabricate various hydraulic systems such as those attachments used on City equipment.

- Operating a variety of vehicles and heavy equipment, including but not limited to, tractor mowers, dump trucks, front end loaders and attachments, sweepers, backhoes, water tankers, snow removal vehicles, graders, and related equipment;
- Operating a variety of hand tools and power equipment including but not limited to jackhammers, electrical testing equipment, welder, as needed;
- Removing snow from streets, sidewalks, parking lots and other public areas; removing debris and other safety hazards from streets, curbs, storm drains, alleys and adjacent public areas;
- Performing routine maintenance on vehicles and equipment and maintaining service and maintenance records;
- Developing and maintaining positive working relationships with supervisor, co-workers, subordinates, the general public, and other individuals or groups encountered through this position.
- Performing all duties with regard for personal safety and that of other employees and the public.
- Providing assistance and expertise to other City departments, agencies, and staff.
- Performing all work duties and activities in accordance with City and Department policies, procedures and safety practices.

#### **Peripheral Duties**

- Performs other related duties as assigned, consistent with this job description.
- May serve as a member on various committees.

#### **Classification Requirements:**

Knowledge of:

- Methods, materials, equipment, tools and standard practices for the installation, operation, inspection, maintenance and repair City equipment;
- Federal (OSHA) and state regulations and City policies regarding safety training and safe work practices;
- Heavy and construction equipment operation and maintenance;
- Equipment and tool operation and maintenance practices;
- Customer service principles and procedures;
- Federal, state, local, and other applicable traffic and safety laws, regulations, ordinances, and codes.
- Subject to after-hours call response.

Ability to:

- Repair and maintain a variety of light and heavy equipment, including but not limited to, dump trucks, bobcats, loaders, vacuum and camera trucks, pavers, rollers, snow plowing and sanding, and related equipment as assigned;
- Adhere to City, State and federal safety requirements and regulations.
- Communicate effectively both orally and in writing with supervisor, co-workers, city officials, city employees, and the public.
- Read and interpret system maps and diagrams and technical and operational manuals;
- Exercise sound judgment and generate workable solutions in problem situations.
- Produce and maintain accurate and legible reports and documents.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with supervisors, co-workers, and the public under sometimes stressful conditions.
- Analyze and appropriately solve problems and resolve conflicts.
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;

- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

### **Minimum Acceptable Experience and Training**

- High school diploma or GED equivalency is required; and
- Previous work experience in repair and maintenance of light and/or heavy equipment, is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

### **Special Qualifications**

- Idaho driver's license with Class B CDL, may be required within 45 days of employment; additional endorsements (tanker, hazardous materials) may be required depending on assignment;
- Additional certifications and or licenses may be required depending on assignment.

### **Essential Physical Abilities**

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:

- Listen and respond to voice instructions; to communicate effectively in person, on the telephone and in a field environment; to discern and give verbal instructions;
- View and review a wide variety of written and electronic materials, to operate computer and related office equipment; to review construction plans and blueprints; to observe and analyze water, wastewater, solid waste, and streets systems and operations; and to operate power and hand tools, and heavy or light equipment;
- Operate power and hand tools, and heavy and light equipment;
- Perform essential job functions in shop or field setting that may require lifting/moving 50 lbs., bending, stooping, kneeling, climbing, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements, all in inclement weather conditions and with exposure to personal hazards.

### **Tools, Equipment, and Information Technology (IT) Required for the Position**

- Employees need to supply their own tools and equipment.
- Computer and network access
- Software
- IWORQs Assets and Work order Management software
- Microsoft Office
- Internet Access
- Other technology needs consistent with this job description from time to time.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee works mostly in an indoor environment with occasional exposure to outside weather conditions and is occasionally subjected to wet, cold and/or icy conditions. The employee may work near moving mechanical parts and in high, precarious places and can be exposed to wet and/or humid conditions, fumes or airborne particles, odors, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately noisy.

### **Travel Requirements**

- The employee must possess and maintain a valid Idaho driver's license and proof of valid insurance.
- Some travel may be required.

**Disclaimer**

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

**Acknowledgement**

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge this Job Description will be placed in my Personnel File.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_