



Job Description

Job Title: Small Engine/Vehicle Maintenance Mechanic
Department: Public Works
Reports To: Director of Public Works

SUMMARY: Performs skilled repair and maintenance of primarily small engine powered equipment to include lawn mowers, pumps, chain saws, weed eaters, etc. Also performs and monitors repair and maintenance of assigned vehicles such as pickups and equipment. Establishes and maintains a complete preventive maintenance program. Maintains detailed equipment records. Instructs others in proper care, starting and operating of equipment. Work requires considerable independent judgment with limited direct supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES The following are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.

- Performs routine and major repairs to a variety of gasoline powered equipment assigned to all work centers.
- Performs preventive maintenance to equipment such as lubrication, oil changes, air filters, etc.
- Establishes and maintains a scheduled maintenance program for equipment and vehicles.
- Determines and prepares proper gas/oil mixes for assigned equipment.
- Troubleshoots and repairs equipment electrical starting and charging systems.
- Performs welding and fabrication work for vehicles and equipment.
- Safely tests, charges and replaces batteries.
- Winterizes equipment cooling systems.
- Establishes spare parts requirements, verifies and controls their use.
- Schedules repair and maintenance through work center supervisors.
- Maintains work area in an organized and tidy manner.
- Repairs mower hydraulic systems.
- May perform repair and sharpening of reel mower blades.
- Prepares cost estimates for repairs and makes recommendations.
- Performs emergency repairs as required.
- May be required to work overtime and/or different shifts when circumstances warrant as determined by the supervisor.
- Performs other job-related tasks as assigned by supervisor

****The City reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.**

SUPERVISORY RESPONSIBILITIES: None.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS: High school diploma, and considerable knowledge in equipment maintenance and repair gained through formal training or on the job experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS QUALIFICATIONS: To perform this work successfully and individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Considerable knowledge in equipment maintenance and repair gained through formal training or on the job experience.
- Must be able to squat, bend and work in confined areas for extended periods of time.
- Must not be sensitive/allergic to gas, diesel or any of the compounds or solvents used to clean, paint or lubricate equipment.
- Must be able to wear the required safety protective devices.
- Must be able to understand and carry out both written and oral instructions.

PHYSICAL REQUIREMENTS: Nature of job requires that you must squat, bend, and lift (up to 50 lbs.), and work in confined space, repetition of movements, and work in extreme heat.

DATA CONCEPTION: To perform functions requiring knowledge of computer, cell phones, etc.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange job related information.

LANGUAGE ABILITY: Ability to speak effectively and clearly to converse with other employees.

REASONING ABILITY: Duties require the use of sound judgment and the ability to define problems and deal with a variety of variables in situations.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions.

OTHER SKILLS AND ABILITIES: Learns to use the equipment with skill and proficiency as it pertain to your primary job duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Example: Hazardous duty, confined spaces, heat, and cold weather.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a current and valid driver's license. Must maintain vehicle A/C and Air Brake certifications.

SAFETY: Use of property safety gear, procedures and equipment is required at all times.

CAREER DEVELOPMENT: Employee is required to stay abreast of training requirements to provide the most up-to-date methods in completing work assignments.

Employee Acknowledgement

Date

Physical Requirements

Job Title: Small Engine/Vehicle Maintenance Mechanic **Supervisor:** Director of Public Works

Essential Job Functions: Performs skilled repair and maintenance of primarily small engines, powered equipment, and performs and monitors repair and maintenance of assigned vehicles such as pickups trucks and equipment.

Positional Tolerances:					Comments
Never	Occasional 1-33%	Frequent 34-66%	Constant 67-100%		
Sitting		X			
Standing				X	
Walking				X	
Stair Climbing		X			
Ladder Climbing		X			
Repetitive Bending			X		
Sustained Bending			X		
Overhead Reach			X		
Sustained Reach			X		
Repetitive Reach			X		
Squat			X		
Crouch			X		
Crawl		X			
Kneel			X		
Twist		X			
Push/Pull				X	
Balancing		X			

Circle applicable PDC level of work: SED LIGHT MEDIUM HEAVY VHEAVY

Other Required Tolerances not listed above: _____

MATERIALS HANDLING				
	Occasional	Frequent	Constant	List Items
Lift	50 lbs	25 lbs	10 lbs	Tools, Motor parts, and Equipment
Carry	50 lbs	25 lbs	10 lbs	Tools, Motor parts, and Equipment
Push	50 lbs	25 lbs	10 lbs	Tools, Motor parts, and Equipment
Pull	50 lbs	25 lbs	10 lbs	Tools, Motor parts, and Equipment

Comments: _____

Employee Signature

Date

Supervisor Signature

Date