

CITY OF BROOKSVILLE

JOB DESCRIPTION

CLASSIFICATION:	Mechanic	STATUS:	Hourly
DEPARTMENT:	Public Works	Pay Grade:	583

POSITION SUMMARY: This position requires working knowledge of auto mechanics, medium/heavy truck mechanics, welding and fabrication, and some construction equipment and small engine repair. The incumbent is charged with the responsibility in repair and maintenance of the City's vehicles and equipment. This position requires thorough knowledge of welding methods and procedures to safely do the job. The primary objective is to utilize periodic maintenance and inspections along with quality repairs to maximize availability and minimize the overall life cycle costs of the City's moving equipment. May be called out in emergencies, scheduled to work nights, weekends and/or holidays as needed. Position is supervised by the Chief Mechanic or designee.

ESSENTIAL JOB FUNCTIONS:

- Performs periodic maintenance, inspection, and repair of City equipment. Prepares reports of maintenance and repairs performed.
- Coordinates outside services on all City equipment.
- Maintains and controls hand tools, shop tools, shop supplies, oils, emergency parts inventories, consignments and shop resources.
- Advises management of equipment abuse or lack of operator maintenance.
- Keeps management advised of any scheduling problems with maintenance or repairs.
- Reports to management unsound repair requests based on economic considerations.
- Qualifies equipment as fit for service and "dead-lines" unsafe or self destructive equipment.
- Welding/fabrication maintenance and repairs of City equipment and vehicles with the proper safety gear.
- Instructs operators and drivers in proper preventative operator maintenance.
- Controls all hazardous, salvage and recyclable materials pertaining to operation of the shop.
- With the help of assigned clerical staff plans and implements periodic maintenance scheduling on all equipment.

- Oversees and accounts for all repair parts and supply purchases.
- Secures necessary quotations for parts and supplies in accordance with purchase policies.
- Work safely, diligently and responsibly at completing assigned duties.

JOB STANDARDS:

Education and Experience: Any combination equivalent to the education and experience described below that provides for the knowledge, abilities, and skills to perform the essential job functions would be qualifying.

Education: High school diploma or GED equivalency certificate as issued by a State Board of Education.

Experience: Four (4) or more years in general and heavy gas and diesel equipment repair and maintenance work. Certification by the National Institute for Automotive Service Excellence (ASE) (or City approved equivalent) as Master Auto Mechanic or Master Medium/Heavy Truck Mechanic may be accepted as a substitute for three (3) years experience.

Licenses & Certifications: Valid Florida Commercial Driver’s License Class “B” or the ability to obtain within six (6) months of employment. Certification by the National Institute for Automotive Service Excellence (ASE).

CRITICAL SKILLS, ABILITIES, & EXPERTISE:

Physical Requirements: Sitting, standing, use of fingers, arms, hands and legs are constant. Good eyesight (correctable) and hearing (correctable) are essential. Stretching/reaching, walking, crawling, kneeling, bending at waist, squatting, climbing, handling, stooping, balancing, grasping, driving, and light lifting and/or carrying (up to 15 lbs) are very frequent. Pulling, pushing, smelling, touching, jumping, medium lifting and/or carrying (45 lbs and over) are occasional.

Equipment: Automotive testing and metal working machinery, power tools, hand tools, tire repair and lifting equipment.

Skills & Expertise: Knowledge of the methods, materials and practices of modern automotive maintenance. Knowledge in repair of all components of a variety of vehicles, equipment, and small engines. Knowledge of safety requirements and occupational hazards of equipment repair, machine shop, welding and transport operations. Ability to schedule, supervise and direct the work of other shop employees. Ability to participate in major repair projects. Ability to create and maintain good working relationships with subordinates, other employees, supervisors and managers. Ability to perform assigned duties timely and effectively while working carefully and complying with safety rules. Ability to follow directions and complete assignments accurately and on time. Ability to project a good public image and maintain effective customer relations. Interact courteously with the public, officials, supervisors and co-workers. Ability to work independently and confidentially without close supervision. Ability to read, comprehend, implement, and complete written and/or oral directions in English. Ability to maintain acceptable attendance record. Ability and willingness to understand and comply with the City’s policies, regulations and procedures; exercise sound judgment; perform at an acceptable level of efficiency and

productivity as determined by the City's management; and support the departments and the City's mission, goals, and objectives. Must be insurable by the City's insurance carrier.

ENVIRONMENTAL FACTORS:

Job Location: Primary location is within the Maintenance Department of the Public Works Department located in Brooksville, Florida.

Work Environment: Work indoors and outside, high levels of noise, work alone and work with others, dusty conditions, slippery surfaces, fumes or gases, smoke or flames, chemicals, solvents, and grease or oils is constant.

NON-ESSENTIAL FUNCTIONS: Performs any additional duties as directed or assigned by the immediate supervisor or management staff.

- Reasonable accommodations will be made for otherwise qualified individuals with disability.

Employee Signature

Date

Supervisor Signature

Date

<u>HR INFORMATION</u>	REVISION DATE: May 23, 2019
FLSA STATUS: Non-Exempt/Hourly	EEO Category:
Pay Grade: 583	Salary Range: \$28,267.20 - 43,534.40