



JOB DESCRIPTION

Title: Mechanic

Department: Sanitation

Reports to: Sanitation Superintendent

Pay Grade: 56

Date Adopted: February 3, 2021

Previous Revision Date:

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Perform a variety of unskilled and skilled manual labor including mechanical work on City-owned equipment. Operate all equipment associated with the Sanitation Department and serve as a Sanitation Collection Driver for the Department when needed.

Essential Functions:

1. Regularly purchase parts and supplies.
2. Perform routine and preventative maintenance on vehicles and equipment. Maintain vehicle service records.
3. Perform major and minor repairs. Perform tuneups, tear downs, and reassemblies of engines and transmissions as needed. May perform overhauls and repairs on equipment.
4. Responsible for maintaining shop area in orderly and safe manner.
5. Regularly operates electric and gas welder.
6. Perform minor electrical wiring.
7. May fill in as substitute Sanitation Collection Driver.
8. May assist with recycling operations.
9. Assist in the performance of regular and unscheduled maintenance and repairs on all equipment and machinery.

10. May be required to work extended hours during natural disasters, declared disasters, and similar events.
 11. Keep confidential information confidential.
 12. Report to work within thirty-five (35) minutes for emergencies under normal driving conditions, as required.
 13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
 14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 15. The employee must be able to work extended hours in an emergency.
 16. Employee must be able to be "on-call".
 17. Performs other work which is consistent with the essential functions of the job.
 18. Performs other duties as assigned.
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Education and Special License(s)/Certifications:

High school diploma or equivalent.

Must be 18 years of age or older.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of or ability to obtain a Class B commercial driver's license (CDL) with air brakes within sixty (60) calendar days from date of hire.

Experience:

Three (3) or more years of related experience and/or training. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Good oral and written communication skills.
 2. Good listening skills.
 3. Manual dexterity.
 4. General construction skills.
 5. Good driving skills.
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Mental Requirements:

1. Ability to analyze safety situation.
 2. Ability to make quick decisions.
 3. Ability to stay alert for long periods of time.
 4. Ability to work independently.
 5. Ability to work in a team.
 6. Ability to assess situation and use judgement in responding.
 7. Ability to work under distracting conditions.
 8. Mechanical aptitude.
 9. Alpha/numeric recognition.
 10. Ability to carry out assignments through oral and written instruction.
 11. Ability to take on a leadership role.
 12. Mechanical aptitude.
 13. Diplomacy and judgement.
 14. Logical reasoning.
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Physical Requirements:

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
 2. Ability to withstand extreme weather conditions.
 3. Exposure to vibrations.
 4. Ability to transverse rough terrain on foot.
 5. Ability to work with exposure to noise.
 6. Ability to distinguish among colors.
 7. Ability to work at extended heights.
 8. Ability to drive city vehicle.
 9. Ability to lift up to sixty (60) pounds.
 10. Ability to bend, climb, crawl, stand, and stoop.
 11. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
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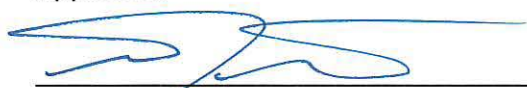
Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:


Tobias J. Tempelmeyer, City Administrator

2-3-21
Date