



# Position Description

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|--|-----------------------------------|
| <b>Position Title:</b> Motor Pool Mechanic         | <b>Department:</b> Public Works   |
| <b>Reports to:</b> Assistant Public Works Director | <b>Supervises:</b> N/A            |
| <b>FLSA Status:</b> Non-Exempt                     | <b>Dates Revised:</b> 1/2019      |
| <b>Grade:</b> 14                                   | <b>On Call/Response Time:</b> Yes |

## Job Summary

The Motor Pool Mechanic will perform maintenance, repair, overhaul, rebuilding, replacement, or manufacturing jobs as needed on all assigned city-owned vehicles and equipment.

## Essential Functions

The Motor Pool Mechanic:

1. Performs maintenance, repair, overhaul, rebuilding, replacement, or manufacturing jobs as needed on all assigned city-owned vehicles and equipment, such as:
 

|                   |                               |
|-------------------|-------------------------------|
| police vehicles   | fire apparatus                |
| ambulances        | front-end loaders             |
| bulldozers        | garbage trucks                |
| road graders      | snow removal equipment        |
| backhoes          | pickup trucks                 |
| sewer jet-vacuums | sewer camera truck and camera |
| forklifts         | city-owned cars and trucks    |
| cranes            | street sweepers               |
2. Has a strong working knowledge of all mechanical principles, functions, diagnostic procedures, tools, and equipment as they apply to the city's day-to-day operations. Areas of knowledge will include, but not limited to:
  - All facets of diesel, gasoline, multi-fueled, turbo-charged, and super-charged engines
  - Transmissions, differentials, steering clutches, drive trains, cable control systems, hydraulic systems, and the like
  - Electrical, electronic, and computer-controlled systems
  - Welding, fabricating, and building
  - Body and paint
  - Service, maintenance and technical manuals, diagnostic tools and equipment
3. Works with assigned city drivers, employees, and department heads to:
  - Identify mechanical problems
  - Schedule service and repair work
  - Return equipment and vehicles to active service as quickly and effectively as possible
4. Gives high priority to preventive and routine maintenance in order to prolong the useful life of the city's vehicles, machinery, and equipment. Tasks may include, but not limited to:
  - Monthly collecting mileage and hour readings on all city-owned vehicles, machinery, and equipment
  - Keeping up with maintenance and technical manuals and information
  - Inspecting vehicles as they come in for other repairs and service work
  - Keeping drivers, department heads, and city employees aware of preventive and routine maintenance needs and practices
5. Determines the most cost-effective methods and practices to repair or replace vehicles, parts, and equipment. Options may include, but not limited to:
  - Repairing or fabricating items in-house
  - Sending out or contracting for repairs and maintenance

- Suggesting purchases for replacement
6. Performs and/or submits routine paperwork, such as:
    - Daily or hourly records of work performed
    - Worksheets detailing labor and parts
    - Billing for various city departments
    - Keeping track of receipts, invoices, and services for budget purposes
  7. Gives input to the supervisors regarding the feasibility of purchasing and/or repairing major vehicles, machinery, or equipment. This may include traveling, inspecting, and researching as assigned to gather information and make decisions.
  8. Keeps storage areas, shop areas, and inventory maintained for maximum efficiency, cost-effectiveness, and safety.
  9. Works within an assigned budget.
  10. Works on upcoming budgetary needs, including:
    - Proposed purchases and specifications of new equipment
    - The condition or anticipated lifespan of existing equipment
    - Required inventory
  11. Observes all safety precautions, rules, and practices, including the wearing of protective equipment, such as:
 

|                |                               |                    |
|----------------|-------------------------------|--------------------|
| safety glasses | safety-toed shoes and boots   | hearing protection |
| hard hats      | welding gloves and masks      |                    |
| dust masks     | self-contained breathing gear |                    |
  12. Assists other departments as required, driving or operating equipment, training employees, and substituting in various duties as training and qualifications allow.

## **Organizational Responsibilities**

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

## **Minimum Qualifications**

- Graduation from two-year college or technical school with an Associate's degree in operation and repair of vehicles and equipment and (3) three years related experience; or (5) five years of education and experience which provides the knowledge, skills and abilities required to perform the job.
- High school diploma or GED certificate.
- Must possess and maintain a valid South Dakota CDL Class 1A with Air Brake Endorsement, Pintle Hitch Endorsement and Tanker Endorsement with an insurable driving history.
- Experience with computer diagnostic software.
- Knowledge and ability to perform all essential functions.
- Ability to deal tactfully and effectively with the public and co-workers.

### **Additional Requirements and Duties:**

Mechanics may assist with snow removal by operating equipment to maintain roads and parking lots during the winter season. This includes salt and sanding, plowing, pushing back snow banks, and removal of snow with various pieces of heavy equipment. Mechanics will operate the equipment with proficiency and repair as needed. Mechanics must have an excellent working knowledge of all mechanical principles, functions, and diagnostic equipment as they apply to the city's day-to-day operations. Must have the ability to draw up, initiate, and update various preventive maintenance and safety programs for city vehicles, equipment, and machinery. Mechanics will make recommendations and present options to the

Assistant Public Works Director to aid with their decisions for large repair items. Mechanics must have the ability to train new and existing personnel on the use of some machinery and motor pool equipment. Will assist in preparing annual budget for motor pool and assist other departments with their equipment budget needs.

**Physical Requirements:** Are being established

### **Working Conditions**

- **On Call/Response Time:** Residency required within a distance from the City of Spearfish adequate to meet a thirty (30) minute response time.
- **Weekends/Holidays:** May be required to work weekends, holidays, and on call shifts.
- **Hours:** Forty (40) hours per week, more as situations and weather may demand. Part-time hours will range from 16-19 hours per week, as situations and weather may demand.

### **Disclaimer**

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements and working conditions. The city reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. City of Spearfish employees are considered at-will employees. An employee may terminate his/her employment at any time and the city may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Spearfish is to be considered "at-will".

### **Employee Acknowledgement**

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements and working conditions. I also understand this is not necessarily an exhaustive list of duties, responsibilities, requirements and work conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: \_\_\_\_\_

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

Department Head: \_\_\_\_\_

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