

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Equipment Mechanic - Light
Supervisor: Maintenance Crew Chief	Department: Department of Public Works
Wage Grade: 7	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By: <i>Steve Reed</i>	Date: <i>7-19-04</i>
Reviewed By: <i>D/L</i>	Date: <i>7-19-04</i>
HR Approval: <i>Kim Hughes</i>	Date: <i>7.21.04</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, successful completion of pre-employment drug screening and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **07-2004**

What is the overall purpose and objective of this position (why does this position exist)?
Service and maintain City fleet of gas powered vehicles and light equipment.

Explain the level of supervision received: **This position receives direct supervision from the Maintenance Mechanic Chief.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. **Repair and maintain gas powered equipment.**
2. **Light maintenance and servicing on diesel equipment.**
3. **Repair tires – both small and large.**
4. **In field fueling and greasing of equipment with service truck.**
5. **Other related duties as assigned.**

Does this position have access to confidential information? Yes _____ No X If yes, please provide detail.

Does this position have access to or handle City funds? Yes X No _____ If yes, please provide detail. **May have limited access to City funds through the use of LPO's and MRO's.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes X No _____ If yes, please explain. **Due to the technical nature of the work, must be able to explain and discuss how to solve problems.**

What are the minimum qualifications necessary for this position?
Education and Experience:

- **Valid Alaska CDL Class "A".**
- **Ability to obtain a medical examiners certificate as required by D.O.T.**
- **Minimum two years experience as a mechanic on vehicles and construction/maintenance equipment.**
- **Any combination of education and experience that could provide the knowledge, skills, and abilities listed will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- **A current medical examiners certificate as required by D.O.T.**
- **Relevant vocational training.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- **Must have ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**

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- Working knowledge of repair and maintenance of the mechanical and electrical systems of motor vehicles and various construction/maintenance equipment.
- Ability to establish and maintain productive working relationships with City of Unalaska staff, the public, vendors, and agencies.
- Ability to learn rules, regulations, policies and procedures, and terminology used in a vehicle maintenance division.
- Ability to maintain professionalism.
- Must be able to read schematic diagrams and manuals.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- Must be able to run diagnostic equipment.
- Ability to use hand and power tools safely and efficiently.
- Must be able to manipulate tools, objects, and equipment controls.
- Ability to operate a motor vehicle.
- Ability to operate various types of construction/maintenance equipment for the purpose of moving equipment for repairs and maintenance.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	<input type="checkbox"/>
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important:

The employee must be able to troubleshoot a problem, read diagnostic manuals, and communicate with supervisor and vendors. Dexterity necessary to do repairs.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **A valid Alaska CDL Class "A" required. As a condition of employment the person selected will be required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and alcohol tests on a random basis without advance notice.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment. May be required to obtain further CDL endorsements. Ability to maintain medical examiners certificate as required by D.O.T. Will be required to successfully participate in various work related training.**

NOTICE

Appointment in this position will be conditional based upon the submission of a current

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(dated within 30 days from date requested) copy of the applicant's Alaska Commercial Driver's license (CDL) and a current copy of his/her Department of motor vehicle driving record, including a driving record from previous states if the Alaskan driver's license was first issued within one year prior to application, documenting an acceptable driving history. The processing fee(s) are the responsibility of the selected applicant.

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted (i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes x No _____ If yes, please explain: **This position requires work in an equipment shop with noise and odors. Employee may be required to work out-of-doors, and in adverse weather. Occasional emergency or non-traditional work hours may be necessary.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength

- a. Standing x 80% of time
- Walking x 15% of time
- Sitting x 5% of time

On feet most of the time working on vehicles.

- b. Lifting x 100 lbs.
- Carrying x 75 lbs.
- Pushing x 100 lbs.
- Pulling x 100 lbs.

Installation or removal of vehicle components requires highly physical work.

- 2. Climbing x
- Balancing x

Must get on top of, under, and in the equipment to do repairs.

- 3. Reaching x
- Handling x

Needed for repair work.

- 4. Stooping x
- Kneeling x
- Crouching x
- Crawling x

Need to get into awkward and tight places for repairs and servicing.

- 5. Speaking x
- Hearing x

Must be able to communicate with vehicle users and supervisor.

6. Seeing x
Depth Perception x
Color Visionx

**Must be able to drive and work on
equipment. Color vision is necessary
for color coded wiring.**

HISTORY SUMMARY

Last update 12-1995.

- 01-17-2002 Minor changes were made that include the following:
- Included Non-Exempt on 1st page.
 - Removed "Department Head" and included "Director" approval.
 - Included "Selection Guidelines".
 - Removed percentages form job responsibilities.
 - Changed "CDL license required" to "valid" CDL license required.
 - Included current drug testing language
 - Included emergency or non-traditional hours language.
 - Included certifications and licenses to remain current language.
 - Included "notice" section.
- 07-2004 Included probationary period. Included selection guidelines. Included work related training language. Other minor formatting and language changes.