

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Maintenance Crew Chief
Supervisor: Director of Public Works	Department: Public Works
Wage Grade: 10	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By: Tom Cohenour	Date: 6/6/2014
Reviewed By: Mike Whitman	Date: 6/6/2014
HR Approval: Kelly Stiles	Date: 6/6/2014

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 for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference/background check; job related tests may be required.

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 of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement between the employer and 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: **03-2010**

What is the overall purpose and objective of this position (why does this position exist)?
Supervise the Vehicle and Equipment Maintenance Division. **Responsible for the overall operation of the Division by supervising staff and ordering necessary parts, tools, and materials to keep the City's fleet of vehicles and equipment in good operating condition.**

Explain the level of supervision received: **Receives direct supervision from the Director of Public Works.**

Explain the level of supervision this position exercises: **Responsible for the direct supervision of the Equipment Mechanic – Heavy, , Equipment Mechanic – Light, and Equipment Mechanic – Light Oiler positions.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the 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. **Vehicle and equipment maintenance and repair.**
2. **Order parts and materials.**
3. **Perform vehicle and equipment maintenance and safety inspections.**
4. **Directs, supervises, and oversees personnel activities.**
5. **Plans, coordinates, schedules and implements vehicle and equipment services and repairs activities.**
6. **Makes recommendations on vehicle maintenance procedures and policies.**
7. **Maintain project records, materials usage, personnel and equipment records, etc.**
8. **Participates in vehicle maintenance planning and preparation of the operating and capital budgets, and monitors budget on a continual basis.**
9. **General administration of monthly, semi-annual, and annual reports and records.**
10. **Prepares reports, presents briefings to supervisors and conducts correspondence related to work.**
11. **Plans and implements a training program to keep employees in compliance with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**
12. **Monitors inventory control of supplies by use of Supply Division records.**
13. **Responsible for interviewing and hiring staff.**
14. **Conducts performance evaluations for staff, initiates and administers personnel and disciplinary actions.**
15. **Maintains productive working relationships.**
16. **Plans, coordinates, schedules and implements training programs such as electronic diagnostics, dealer specific warranty work, dealer recall work.**
17. **Keep abreast of advances in automotive technology.**
18. **Other related duties as assigned**

Does this position have access to confidential information? Yes X No If yes, please provide detail. **Has access to and is responsible for personnel actions, annual evaluations, and other records of vehicle maintenance crew.**

Does this position have access to or handle City funds? Yes x No If yes, please provide detail. **Responsible for approving LPO's for local purchases of materials and services; order materials, write purchase requisitions, determine most effective use of resources within pre-determined budget, i.e. equipment, materials, tools, and personnel.**

DPW Maintenance Mechanic Chief JD

6/9/2014

Page 2 of 6

Is it important to this position that the incumbent be able to communicate fluently in English?
Yes x No _____ If yes, please explain. **Must be able to read and write technical drawings, manuals, schematic diagrams, records, reports, and administrative documents; receive and /or communicate instructions from various sources; direct and supervise work crews, etc.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- **High School Diploma or GED equivalent.**
- **Valid Alaska CDL Class "B".**
- **Ability to obtain a medical examiners certificate as required by D.O.T.**
- **Minimum five years experience as a mechanic on vehicles and heavy equipment.**
- **Minimum three years supervisory experience.**
- **Formal training in the maintenance and repair of diesel and gas engines, .**
- **Any combinations 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 necessary for this position?

- **An excess of five years experience as a mechanic on vehicles and heavy equipment.**
- **Skilled in using computers and standard MS Office software.**
- **Minimum three years supervisory experience in a public sector environment.**
- **A current medical examiners certificate as required by Federal and State Law.**

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

- **Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**
- **Working knowledge of applicable State and OSHA safety regulations.**
- **Ability to operate a motor vehicle.**
- **Ability to operate various types of machinery commonly used for the purpose of moving vehicles and heavy equipment for repairs and maintenance.**
- **Ability to establish and maintain productive working relationships with City of Unalaska staff, the public, vendors, and agencies.**
- **Knowledge of rules, regulations, policies, procedures, and terminology used in a Public Works vehicle maintenance division.**
- **Knowledge of the principles and practices of employment supervision, including employee development, training, labor contract requirements, performance evaluations, and progressive discipline.**
- **Skill in reviewing and evaluating the work of subordinate staff to ensure high operational and service standards are met and maintained.**

DPW Maintenance Mechanic Chief JD

6/9/2014

Page 3 of 6

- Ability to identify employee training needs and in developing and coordinating programs and activities to improve professional skills, abilities, performance, and on-the-job safety.
- Ability to perform general administrative duties such as: monthly, semi-annual, and annual reports and records generated on a computer.
- Ability to prepare and track budget.
- Strong written and oral communications skills, problem-solving skills, and interpersonal skills.
- Must have strong organizational skills.
- Must be able to refer to and interpret manuals, union contracts, schematic diagrams, etc.
- Must have the ability to conduct research online and look up parts.
- Ability to maintain professionalism under pressure.
- Ability to guide, direct, and motivate employees; plan, organize and supervise the activities of various crews performing repairs and maintenance work.

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

- **Must be knowledgeable in both gas and diesel vehicle and construction/maintenance equipment repairs and maintenance.**
- **Ability to read wiring diagrams, parts books and schematics in hard copy and online.**
- **Must be proficient at scheduling and maintaining records manually and on a computer.**
- **Strong working knowledge of computer use in a Windows environment.**
- **Knowledge of EEC control systems.**
- **Knowledge of office practices, procedures, and general office equipment.**
- **Knowledge of general record keeping and filing systems.**

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

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

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

Must be able to troubleshoot and solve vehicle and equipment problems. Must be able to read diagnostic manuals and communicate effectively to employees, supervisor, vendors and other individuals. Dexterity needed to implement 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 CDL Class "B" is 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.**

DPW Maintenance Mechanic Chief JD

6/9/2014

Page 4 of 6

NOTICE

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

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.**

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. 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 20% of time
- Walking 30% of time
- Sitting 50% of time

About half time lining out and reviewing work. The other half at desk.

- b. Lifting 50 lbs.
- Carrying 50 lbs.
- Pushing 75 lbs.
- Pulling 75 lbs.

Physical work sometimes needed to get the job done.

- 2. Climbing
- Balancing

Do inspections.

- 3. Reaching
- Handling

Do repairs.

DPW Maintenance Mechanic Chief JD

6/9/2014

Page 5 of 6

- | | | |
|------------------|-------------------------------------|---|
| 4. Stooping | <input checked="" type="checkbox"/> | Inspect vehicles and equipment. |
| Kneeling | <input checked="" type="checkbox"/> | |
| Crouching | <input checked="" type="checkbox"/> | |
| Crawling | <input checked="" type="checkbox"/> | |
| 5. Speaking | <input checked="" type="checkbox"/> | Must be able to effectively communicate with many people. |
| Hearing | <input checked="" type="checkbox"/> | |
| 6. Seeing | <input checked="" type="checkbox"/> | Must judge distance to drive. Color vision is a must for color coded wiring and decoration and painting. |
| Depth Perception | <input checked="" type="checkbox"/> | |
| Color Vision | <input checked="" type="checkbox"/> | |

HISTORY SUMMARY

- | | |
|---------|--|
| 11-2001 | Included probationary period and changed "Department Head" to "Director" approval on page 1. Removed percentages from job responsibilities on page 2. Included current drug testing and non-traditional work hour language. Included "notice" information and all certifications and licenses required must remain current. Included selection guidelines. |
| 07-2004 | Included "Notice" language. Formatting and standard language changes. |
| 3-2010 | Changed CDL class to a Class "B;" changed weight requirements. |
| 6-2014 | Emphasized computer usage for record keeping and maintenance needs; included language referencing the use of technology and online research methods to perform duties; minor language changes |