

**CITY OF SEDRO-WOOLLEY
JOB DESCRIPTION**

Position: Fleet Mechanic
Department: Public Works
Position Status: Part Time (Union)
Work Location: Varies

GENERAL PURPOSE:

This position is an integral part of the team providing the City of Sedro-Woolley with an efficient and safe Public Works Department. Operates a variety of equipment and trucks utilized in construction, maintenance and repair activities; performs a variety of semi-skilled tasks in the maintenance of city facilities, equipment, and infrastructure in the city cemetery, parks, streets, and sewer and storm drainage systems. Because of the small size of the city staff, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

WORK SCHEDULE:

Normal work schedule is up to 24 hours per week, which may include weekend hours as determined by Supervisor or Public Works Director to ensure coverage.

SUPERVISION RECEIVED:

Works under the supervision of the Public Works Director through a Public Works Worker III, or IV.

SUPERVISION EXERCISED:

None, but may rarely supervise Public Works Workers I, community service workers, jail workers, temporary and/or seasonal workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs maintenance and repairs on all City equipment.

Efficiently operates trucks of various sizes and weights in the loading, hauling and unloading of various equipment, materials, and supplies.

Keeps records of work completed, and other required records.

Performs all duties in conformance to appropriate safety and security standards.

Opens and closes, locks, and unlocks facilities as directed.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to immediate supervisor.

Efficiently operates all types of city equipment as needed including but not limited to tractors, mowers, trucks, backhoes, dump trucks, steam cleaners, buffers, washers, trucks and construction or power equipment, such as mechanized broom, back-hoe, digger derrick, man-lift, dump truck, street sweepers, snowplow, vactor truck, garbage packer trucks, roll-off container trucks, jackhammers, mowers, and other small equipment as needed. Performs daily inspection of vehicle and equipment prior to driving or operating.

Performs some or all of the duties of a public works Worker I, as required or assigned.

Additionally:

For the Position of Fleet Mechanic

Minimum 2 years in vehicle repair on cars and trucks with gas and diesel engines.

Minimum 2 years in vehicle repair for off road equipment and class 1-8 trucks.

Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas.

Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups.

Working knowledge of equipment, such as lawn care equipment mowers weed eaters and small engines in such equipment.

Working knowledge in heavy equipment such as Back hoes, Graders, Loaders, Tractors in a variety of sizes and their corresponding gas or diesel engines, hydraulic systems, braking system, electrical systems and the servicing and scheduled maintenance of that equipment.

Troubleshooting gas or diesel engines, hydraulic systems, braking system, electrical systems for off road equipment, heavy equipment, and class 1-8 trucks helpful.

Observe and test the operation of machinery and equipment in order to diagnose malfunctions, using voltmeters and other testing devices.

Reassemble equipment after completion of inspections, testing, or repairs

Record parts and materials used, and order or requisition new parts and materials as necessary.

Review work orders and discuss work with supervisor.

Record repairs and maintenance performed.

Welding, cutting, and fabrication helpful.

Air brakes certifications helpful.
Willing to work in outdoor conditions, and be available for call in basis for emergencies.
Own tools helpful.

NONESSENTIAL DUTIES:

None

PERIPHERAL DUTIES:

Maintains ability to be reached by City to greatest extent practicable.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (C) Any equivalent combination of relevant education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge and operation skills of heavy-equipment operating principles; working knowledge of the hazards and safety precautions common to heavy equipment operations; working knowledge of the methods, materials and tools used in street and utility maintenance work, collection system work, and/or collection of solid waste.
- (B) Advanced skill and proficiency in operation of listed tools and equipment to be used regularly.
- (C) Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with co-workers, supervisor and the public; Ability to perform heavy manual tasks under varying weather conditions; Ability to drive and proficiently operate a variety of equipment under varying conditions; Ability to work from construction specifications or blueprints.
- (D) Must be able to adhere to a strict time schedule, be punctual and a self-starter.
- (E) Advanced skills and ability in the areas of plumbing, basic electrical work, welding, and general mechanics.
- (F) Advanced ability to troubleshoot and maintain various equipment and systems within the public works equipment and systems within the public works environment (pressurized air, vacuum, hydraulic, water, sewer and electrical).
- (G) Ability to work independently.

Licenses Required:

- (A) Valid Washington State Driver's license with Class B CDL and Air Brake Endorsement.
- (B) Valid First Aid and CPR cards or ability to obtain within six months.

Other Licenses which are Desired and may be Required:

None

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including pickup truck, utility truck, dump truck, loader, back-hoe, road grader, solid waste packer truck, utility truck, street sweeper, vacuum-jetter/rodger equipment, street roller, man lift, tamper, vibrating plate compactor, various types of saws, pumps, propane kettle, various types of compressors, sanders, generators, jackhammer, ditch witch, pressure washer, winch, welder, acetylene cutting torch, plasma cutter, wirefeed MIG and stick welders, and brush chipper.

Lawn and landscaping equipment, including tractors, mowers, chainsaws, edgers, weed trimmers, turf removers, electric motors, pumps, sprinklers, irrigation systems.

Common hand and power tools, including shovels, wrenches, pitch fork, pick axe, rake, hydraulic jacks, hydraulic and pneumatic lifts, detection devices, mobile or portable radio, phone, and miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and concrete finishing work;

Janitorial equipment including mops, brooms, buffers, and dusting equipment.

Office equipment, including personal computer with word processing and other software, copy machine, fax machine, and any other that may be necessary to performance of duties.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 50 pounds and may occasionally with help lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. Much of the work is done in roadways with exposure to traffic hazards. Work is performed in both daylight and darkness.

The noise level in the work environment is usually moderately loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES:

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

Preference will be given to those able to respond under normal traffic conditions to reach the City Limits of the City of Sedro-Woolley within 5 minutes, or able and willing to relocate within 12 months.

Preference will be given to those who have significant skills, licenses, or certifications associated with the position to be filled. Desirable qualifications may be considered minimum qualifications, depending on the needs of the City. City management reserves the right to select the best qualified candidate for any position.

The duties listed above 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.

The job 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.

Job is part time union, days and hours vary.

Effective Date: September 1, 2013
Revision History: November 22, 2005; March 9, 2006; April 20, 2006; April 28,
2006; August 13, 2013; March 8, 2018.