

City of Glendale

POSITION TITLE: Maintenance Worker/Mechanic

REPORTS TO: Public Works Superintendent and/or Foreman

FLSA Status: Non-exempt

Pay Grade:

POSITION SUMMARY: Performs heavy and light maintenance work on City streets and infrastructure and/or park areas, including reconstruction and performing semi-skilled tasks in a variety of trades; and skilled mechanical work in the diagnosis, maintenance, and repair of automobiles, light and medium duty trucks, small engines, and light field equipment.

FUNCTIONS OF THE JOB

Essential Functions:

1. Perform wide variety of tasks required for maintenance and repair of public works and park areas, e.g. grass cutting; tree trimming; snow removal; concrete and asphalt repair of streets, aprons, and sidewalks; clean, maintain, and repair drainage structures, culverts, storm sewers, etc.
2. May be required to investigate citizen complaints regarding streets, park areas, and storm water drainage and/or sewers.
3. May perform simple carpentry work.
4. Operate all equipment and tools in a safe and prudent manner, including use of safety harness, kidney belt and other appropriate or required safety gear, being responsible for safety of self, co-workers and the public.
5. Diagnose problems and determine the extent of repairs or adjustments needed for automobiles, light and medium duty trucks, light field equipment, and small engines such as lawn mower and chain saw.
6. Maintain, adjust, repair, rebuild, and overhaul operating systems, including, but not limited to, electrical, charging, starting, fuel, ignition, cooling, air conditioning, heating, suspension, braking, steering, and hydraulic.
7. Maintain, adjust, repair, rebuild, and overhaul components such as engines, transmissions, differential, radiators, bodies, and pumps.
8. Operate computer aided diagnostic equipment, vehicle testing and/or operating equipment.
9. Keep and enter repair orders and keep maintenance records of time spent, materials and parts used, and type of work performed in an automated system.
10. Organize, clean, and maintain a safe shop area.
11. Other duties as may be assigned by the Public Works Superintendent and/or Lead Maintenance Worker.
12. Perform duties of Maintenance Worker as needed.

Marginal Functions:

1. Keep simple records and routine reports.
2. Set up and perform asphalt replacement and concrete removal/replacement.

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

1. Talking, hearing, sitting, walking, reaching, climbing, stooping, grasping, balancing, crouching, pushing.
2. Normal mental and visual attention with normal hand-eye coordination.

3. Corrected vision measured at 20/20.
4. Wide range of heavy physical effort required, including lifting or moving of heavy material (80 to 100 lbs.) in difficult positions, including lifting while having to twist and torque and while working in sometimes difficult and confined spaces.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Normal automotive repair shop conditions including exposure to all weather conditions.

POSITION QUALIFICATION REQUIREMENTS

Education:

High school diploma or GED.

Experience:

3+ years mechanical experience

Knowledge, Skills, and Abilities that may be representative but not all inclusive of those commonly associated with this position.

1. Thorough understanding of the techniques and procedures of mechanical tune-up, emission control devices, general repair, and maintenance practices.
2. Able to use hand tools and operate equipment safely and effectively.
3. Able and willing to accept new techniques, tasks, and training.
4. Use computer aided diagnostic equipment to establish cause of mechanical problems.
5. Able to read and comprehend diagnostic codes, maintenance manuals, electrical schematics, and related specification manuals.
6. Work under general supervision; work alone on regular duties.
7. Ability to work long days, some weekends, holidays and evenings.
8. Ability to handle public problems courteously and tactfully.

Machines, Tools, Equipment and Work Aids that may be representative but not all inclusive of those commonly associated with this position.

Computer aided diagnostic equipment, valve grinder, brake lathe, engine analyzer, and battery, starter, cooling system, and voltage testers, single axle dump truck, tractor, backhoe, grader, lawn mower, concrete/asphalt equipment, chain saw, curb machine, striping machine, salt spreader, snowplow, aerial platform, chipper, asphalt auger, and communication equipment.

License(s)/Certification(s) Required:

Valid Class B Commercial Driver's License.

Desirable: Automotive Service Excellence Certificate.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

Applicant Certification:

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisors. I am not related to any elected or appointed official or employee of the City

of Glendale.

Signature

Date

Original Evaluation	Revised by	Revised By
UKE 1/99	MAS 4/04	