

**City of Pendleton**

**Job Description**

**Mechanic – Public Works**

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| **Department**:  Public Works | **FLSA**:  Non-exempt |
| **Reports to**:  Public Works Superintendent | **Representation**:  SEIU |
| **Pay Range**:  Range 20 | **Date**:  April 2020 |

**GENERAL POSITION SUMMARY:** *(Briefly describe why this position exists.)*

Inspects, diagnoses, repairs, overhauls and maintains automotive equipment, machinery and other standard construction equipment utilized by the City; does related work as required.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.)*

1. Inspect, diagnose, overhaul, repair and maintain gasoline, diesel and mechanical machinery and equipment.

2. Fabricate special parts or pieces of equipment and perform general welding tasks including sheet metal, hard surfacing or repairing broken castings utilizing turning lathe, gas and electric welders, cutting and brazing equipment.

3. Order parts and supplies, maintain records and files associated with vehicle maintenance, inventory and usage

4. Maintain a clean and safe work area.

5. Attend and complete continuing education classes to stay current on engine design and repair techniques.

6. Assist as directed in a variety of tasks and projects such as herbicide spraying, building maintenance and assisting utility crews.

7. Make reports such as: equipment use, gasoline, mileage and work performed.

**IMPORTANT FUNCTIONS:** *(List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.)*

1. Operate a computer for training purposes as well as report writing, record keeping, etc.

2. Attends meetings and various training seminars or conferences as needed. Attends and provides staff support to a variety of City committees and task teams.

3. Responds to public inquiries.

4. Performs other duties within classification specifications as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(If the position is in a series, describe what separates this job from the others in the series.)*

Position not in a series.

**JOB SPECIFICATIONS:**

1**. Education & Experience:** *(Education and experience requirements are minimum standards.)*

1. High School Diploma (or GED) is required.
2. Associate’s Degreein automotive mechanics is preferred, but not required for the position;
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. *(Check only one box.)*

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

Other

Describe experience: Experience as a general mechanic, preferably including experience in maintenance and repair of construction equipment.

1. Any satisfactory equivalent combination of education, training and experience.

2. **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of methods, tools, materials and equipment used in repair and maintenance of automotive and construction equipment.
2. Extensive mechanical aptitude and ability to perform manual tasks without supervision.
3. Knowledge of City policies, procedures, regulations, and codes related to area of responsibility.
4. Knowledge of safety standards, practices and procedures applicable to area of assignment.
5. Ability to read and understand written instructions, policies and operations manuals in English.
6. Ability to communicate effectively, verbally and in writing, in English.
7. Ability to use of information technology software and hardware for work orders, time reporting, data collecting, inventory, and other applications related to operation and maintenance activities for the department.
8. Ability to respond to emergencies on a 24-hour basis.
9. Ability to work independently in the absence of direct supervision.
10. Ability to maintain regular and predictable attendance to serve customers/interact with (specify: co-workers/supervisor/patrons/clients, etc.), attend meetings, training, etc., or other face-to-face job requirements.
11. Ability to establish and maintain effective working relationships.
12. Ability to work as a team member.
13. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
14. Ability to work efficiently and perform the essential functions of the job.

3. **Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

c)  Must possess at time of hire, or obtain within one (1) year, qualifications to operate a forklift.

4. **Tools and Equipment Used:** *(List specialized tools or equipment needed to perform tasks.)*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. Vehicle - Pickup and trailer, front end loader, street sweeper, flusher truck, forklift, etc.
2. Variety of hand tools as well as power tools such as drills, saws, etc and various electronic test instruments used in performing maintenance and repair tasks.

5. **Supervision:**

1. This position does not supervise other staff.
2. This position does provide lead worker direction to employees assisting with repairs and maintenance.
3. This position reports to the Public Works Superintendent. Supervision received is (choose one):

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: (*Choose one*)

Primarily with other City staff, vendors and/or customers.

Regularly includes others outside the organization (not customers), such as contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be: (*Check any that apply.*)

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

8. **Problem Solving:** (*Indicate the nature of problems regularly encountered by this position. Check only one box.)*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

9. **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.)*

1. Work is performed primarily indoors. Work is most often inside a facility that is not temperature controlled.
2. Strength Rating (see attached definitions) is: Heavy .

c) Hazards include: (*Check all that apply and include the percentage of time exposed to the listed hazard)*

Office environment/no specific or unusual physical or environmental demands.

Work on and around heavy construction equipment:  **50%**

Exposure to toxic elements/hazardous chemicals:  **20%**

Work at heights in excess of 20 feet:  **up to 1%**

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.):  **5%**

Exposure to weather or temperature extremes:  **20%**

Isolation:  **0-95%**

Exposure to light or noise extremes:  **65%**

Regular travel outside the City  **less than 1%**

Risk of injury **while lifting-5%; operating power tools-20%; being caught in moving parts-5%; from falling debris-2%; due to loud noises-50%**.

Significant physical exertion required to **lift heavy objects-5%**.

Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d) General hours of work are 8:00 a.m. – 4:30 p.m. Monday – Friday. Variations include (check all that apply):

Frequent or regular overtime

Subject to emergency call-out

Night shift

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of purchasing: *(Choose one)*

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification 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.*

Drafted: February 2012

Adopted:

Revised: April 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.