

## **JOB DESCRIPTION**

### **Public Works Mechanic**

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FLSA: Non-Exempt  
Reports to: Public Works Director

Pay Level: Level 4  
Prepared/Revised: February 2018

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#### **Job Summary:**

The employee is responsible for performing maintenance tasks, service and repair of automotive, construction and maintenance equipment, both gasoline and diesel powered. Duties also include preventive maintenance under the close supervision of the Mechanic Chief and general supervision of the Public Works Director. Instructions to the employee are generally specific; however, there are times the employee must consider different courses of action to complete the task.

#### **Supervision Exercised or Received:**

The Public Works Mechanic receives supervision from the Public Works Director.

#### **Essential Functions:**

1. Diagnoses problems with equipment and makes necessary repairs or replacement.
2. Performs general overall and repair work on light and heavy vehicles, gasoline and diesel engines, tractors, construction equipment, and other equipment.
3. Performs preventive maintenance on equipment.
4. Performs repair on sanitation trucks, regardless if loaded or unloaded.
5. Changes and repairs vehicles tires.
6. Performs general tune-ups of equipment.
7. Inspects vehicles and equipment to insure safety precautions.
8. Removes parts from vehicles and equipment that requires lifting between 25 to 75 lbs.
9. Must bend, crouch and stoop as a result of working on equipment and vehicles.
10. Must establish and maintain an effective working relationship with other employees of the City.
11. Performs additional duties or emergency duties after normal work hours when requested by supervisor.
12. Will be required to work in all weather conditions.
13. Cleans equipment.
14. Picks up supplies, equipment, and parts.
15. Maintains shop record and reports to include repair orders.
16. May work individually on a specific task, or may work on a variety of tasks.
17. May be on call if chief mechanic cannot respond.
18. Responsible for helping keep shop and storage clean.
19. Keeps records for all vehicles and equipment repairs.
20. Keeps inventory of parts.

#### **Knowledge Of:**

1. Knowledge of diagnostic procedures and safety precautions.
2. Knowledge of standard practices and equipment of the automotive mechanic trade.
3. Knowledge of the principles of operation of motor vehicles and equipment.

4. Knowledge of purchasing policies and procedures.
5. Knowledge of the repair and maintenance of motor vehicles, construction equipment, and maintenance equipment.
6. Knowledge of occupational hazards and safety precautions.
7. Ability to perform a variety of repair and maintenance tasks.
8. Ability to use the necessary tools and the required skill.
9. Ability to operate a variety of light and heavy equipment.
10. Ability to perform manual labor.
11. Ability to understand written and oral instructions.
12. Knowledge of purchasing policies and procedures.

**Position Requirements:**

1. Graduation from a standard high school or equivalent or a minimum of 8 years experience as a mechanic.
2. Experience as a mechanic in the repair and maintenance of vehicles.
3. Must have valid Tennessee Commercial Operator's License.
4. Must pass a drug screen by licensed physician.
5. Employee must provide his/her own tools to perform the job.

**Additional Requirement:**

1. **Work hours** – 40 hour work week. A full time, non-exempt employee. May work evenings and weekends, as needed.
2. **Work environment** – The employee will operate hydraulic lifts, grinders, welders, tire tool machine, and other mechanical tools and equipment. The employee will also have operating familiarity with all vehicles and construction equipment of the City. Work is generally performed indoors; however, some tasks are performed outside regardless of weather conditions. The employee is exposed to carbon monoxide fumes, loud noise, dirt, dust, grease, oil, cleaning chemicals, foul odors, and tobacco smoke.
3. **Physical Requirements** – The Public Works Mechanic will be required to do common tasks such as: sit for an hour or more, talk, hear, stand, walk, balance, stoop, squat, bend and /or kneel, and lift objects weighing 30 pounds or more. 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 function. Must be able to perform essential functions of life.

**Note:**

At the discretion of the City of Fayetteville, a background check may be made. Employment is contingent upon satisfactory completion of a background check, drug screen and agility test.

Nothing in this job description restricts the ability or the right of the City of Fayetteville to assign, reassign or eliminate the duties and responsibilities of this job either orally or in writing. Tasks and responsibilities may be changed at any time, due to reasonable accommodations or other reasons deemed appropriate by the City of Fayetteville.

The job description does not constitute an Employment Agreement between the employer and the employee and is subject to change, according to the business needs of the City of Fayetteville.