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## **Public Position Announcement**

**DATE:** October 5, 2021  
**TITLE:** Vehicle Mechanic 2  
**DEPARTMENT:** Maintenance & Construction  
**REPORTS TO:** Maintenance & Construction Superintendent  
**FLSA:** Non-Exempt  
**STARTING SALARY:** \$24.16 per hour plus overtime as required  
**RESPOND BY:** November 5, 2021

**ADDITIONAL INFO AT:** <http://washingtioniowa.gov/news-events/mechanic-position/>

### **POSITION SUMMARY:**

Under supervision of the Maintenance & Construction Superintendent, the Vehicle Mechanic 2 is a non-exempt position which performs skilled mechanic work on the City's equipment. Work includes primary responsibility for maintenance of vehicles, light equipment and heavy equipment, including associated documentation of repairs for vehicle and equipment performance. The position also includes management of a supplementary parts inventory and maintenance of immediate work area. Work involves the safe and efficient performance of manual tasks of more than ordinary difficulty requiring skills or special knowledge acquired through schooling and/or past experience. Backs up Assistant Superintendent- Cemetery as needed in operation and maintenance of the City's cemeteries.

The Vehicle Mechanic 2 follows prescribed policies and procedures and once responsibilities are defined must be skilled in decision-making and generally work well with minimal supervision. Performs all other duties as assigned.

### **ESSENTIAL FUNCTIONS AND DUTIES:**

Position holds primary responsibility for operation & maintenance of vehicles and equipment under the City of Washington's control. Duties include but are not limited to: Changing fluids; changing filters and other regular maintenance items; cleaning vehicles, equipment, and tools; and interchanging minor equipment such as hoses. Also includes, but is not limited to: Removal, maintenance and replacement of major equipment parts such as transmissions, motors, pumps and peripheral parts such as compressors and fuel pumps. Documents and updates vehicle and equipment inventory on a yearly basis. Supervises and participates in the light and heavy duty maintenance and repair of pumps, valves and hydrants. Assists in preparation of yearly and

special department budget requests. Assists in purchasing departmental supplies & equipment under applicable purchasing policies. Responds to questions and concerns from the public.

Participates in maintenance and repair of all public works facilities. Loads and unloads materials by hand or by use of a front end loader; performs twisting, bending, stooping and reaching over long periods of time; drives pickups and other vehicles from field sites to maintenance facility, or vice versa; and assists public works personnel with associated activities as needed.

Must have state certification in welding and the ability to perform welding as a maintenance item, including all areas of fabrication. Participates in all safety programs; observes all safety regulations and makes safety improvements whenever possible.

Must have a solid work ethic and positive attitude. Interest in learning and a willingness to attend classes as assigned. Must be a self-starter that completes work assignments promptly and willingly.

As needed, backs up the Assistant Superintendent- Cemetery in the operation and maintenance of the City's cemeteries, in accordance with the duties described in the job description for that position. Responsible for coordination and training with the Assistant Superintendent- Cemetery to perform duties as needed.

Must have extensive understanding of safety rules and regulations, policies, needs, equipment, instruments and their use. Ability to work within these rules, regulations and policies, and know when to stop work until a safety problem is corrected. Emergency on-call and call-out duties may be required for this position.

Must have physical ability to traverse variable terrain conditions not accessible by vehicle. Must have ability to bend, stoop, lift and carry 75 pounds, and must be in general good physical health. Must have ability to hear speech and other sounds effectively for the taking of statements and directions. Must possess sufficient mental functions and capabilities to make rational decisions to handle operational needs and business decisions of the position. Must have ability to establish and maintain effective working relationships with supervisor, co-workers and the general public. Must have ability to work for extended periods of time outdoors, occasionally under adverse weather conditions. Must be able to understand and follow instructions and written diagrams, and have mastery of the spoken and written English language. Must be able to speak, write and understand English to effectively communicate with fellow employees, contractors and the general public by telephone, electronically, in written format and face-to-face. Must have ability to perform basic mathematical calculations.

Position performs other assigned duties as deemed necessary or as required.

**TYPICAL DUTIES:**

As above. Participates in the daily activities of the City of Washington's operations.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Must have positive and professional demeanor when conducting City business. Self-starter that can work with limited supervision. Must be meticulous in the maintenance of vehicles and careful & complete in record-keeping. Must develop thorough knowledge and understanding of safety rules and regulations and City policies. Must work within and enforce these rules, regulations and policies.

Ability to effectively express ideas verbally and in writing; to prepare written reports which are informative, accurate, and comprehensive. Ability to establish and maintain positive working relationships with Supervisor, City employees and the general public. Ability to deal with all of the aforementioned tactfully and courteously. Able to solve problems and make quality decisions, when necessary in consultation with supervisors.

**WORKING CONDITIONS:**

Mixture of inside work and outside manual work performed under variable conditions, including occasional adverse weather. Regular lifting, climbing, stooping, reaching, and handling activities. Outside work involves standing, walking, moderate lifting, operation of trucks and other equipment and other moderately demanding physical activities. Requires ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and Council. Requires eye/hand coordination, manual/finger dexterity and motor coordination. Requires clerical, forms, numerical, and verbal perception. Moderately high physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 75 pounds.

**REQUIREMENTS:**

High school diploma or GED required, with 5-10 years of experience in the operation and maintenance of trucks, construction equipment and use of tools. Ability to communicate clearly, and keep accurate records. Ability to understand and carry out oral instructions as well as basic written instructions. Good public appearance and positive attitude. Must possess a current Commercial Driver's License and endorsements at time of hire and throughout employment. Must be insurable and be able to pass a thorough background check.

**DISCLAIMER:**

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.