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Public Position Announcement

DATE: February 2, 2024
TITLE: Vehicle Mechanic 2
DEPARTMENT: Maintenance & Construction
REPORTS TO: Maintenance & Construction Superintendent
FLSA: Non-Exempt
STARTING SALARY: \$27.14 per hour plus overtime as required
RESPOND BY: February 23, 2024

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 (police cars, fire trucks, pickup trucks, etc.), light equipment (mowers, skid loaders etc.), and heavy equipment (dump trucks, loaders etc.), 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.

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.

SHIFT:

Monday through Friday, 7:00AM to 3:30 PM. Hours may vary and are subject to be on call 24 hours a day during emergency and / or weather conditions. Some overnight travel may be required.

ESSENTIAL FUNCTIONS AND DUTIES:

Position holds primary responsibility for operation & maintenance of vehicles and equipment under the City of Washington's control. The City provides all tools necessary to perform the following listed duties as required. Daily tasks include but are not limited to: Performing diagnostics on equipment and associated systems to identify and make needed repairs on items

such as: hydraulic systems including valves, pumps, and cylinders; changing fluids, filters and other regular maintenance items; setting priorities to ensure the most critical repairs are handled first and coordinates with supervisor; cleaning vehicles, equipment, and tools; and interchanging minor equipment such as hoses. Also includes but is not limited to: overhauling components on gasoline and diesel equipment, completing repair work and preventative maintenance on a large variety of equipment as well as maintaining electronic files related to those repairs, maintaining shop inventory under applicable purchasing policies, fabricating and welding skills, operating computer systems and using related software applications. Analyze, diagnose and determine necessary repairs on computer-controlled systems. Documents and updates vehicle and equipment inventory on a yearly basis. Assists in preparation of yearly and special department budget requests. Responds to questions and concerns from the public. Participates in all safety programs; observes all safety regulations and makes safety improvements whenever possible.

Assist maintenance with roadway projects including snow and ice removal as needed. Completion of emergency equipment repairs and work in adverse weather conditions may be required.

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.

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.

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 3-5 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 or have the ability to obtain within 6 months of employment. Must be insurable and be able to pass a thorough background check. Must reside within city limits or within thirty (30) minutes driving time of city limits. Prior to starting employment, a mechanic knowledge test, pre-employment physical and drug screen are required.

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.