

## POSITION DESCRIPTION

**Position Title:** Heavy Equipment Mechanic  
**Department:** Public Works  
**Division:** Municipal Garage  
**FLSA:** Non-Exempt  
**Retirement:** KPERS  
**Effective Date:** July 1, 2023

### **GENERAL PURPOSE**

Performs semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment of the departments/divisions of the City. Primary focus will be on maintenance and repair of heavy equipment which may include, but is not limited to: dump trucks, backhoes, loaders, trash trucks, etc.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Master Mechanic. Must possess the ability to work without constant supervision and effectively lay out daily repair plans.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed).

- Plans, carries out and evaluates preventative maintenance schedules for all vehicles and mechanical equipment, either personally or through outside vendors.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Tests, services and repairs vehicles and mechanical equipment.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- Diagnoses and repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, HVAC, axle assemblies and related systems.
- Performs minor body repair, touch up and related work.
- Changes and repairs tires and tubes.
- Evaluates status of mechanical equipment/vehicles, and performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair and replacement.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Performs other duties as assigned.
- Ability to work flexible/extended hours during emergencies or snow removal events.

## **PERIPHERAL DUTIES**

May serve as a member of various employee committees.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Be at least 18 years old at time of hire; and
- (B) Graduation from high school or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field; and
- (C) Three (3) years of related experience, with at least two (2) years with heavy equipment OR equivalent combination of education and experience.
- (D) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

### **Necessary Knowledge, Skills and Abilities:**

- (A) Thorough knowledge of automotive mechanics; Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators; price trends and grades or quality of materials and equipment; Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance; Working knowledge of fleet operations and systems to include related/associated computer software programs.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to establish and maintain effective preventative maintenance programs, policies and procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

## **SPECIAL REQUIREMENTS**

- (A) Must obtain Kansas (or State equivalent) Class B Commercial Driver's License (CDL) with air brakes, within one (1) year of hire and retain for duration of employment.
- (B) Subject to immediate call outs during snow, storm, traffic signal or other emergencies.
- (C) Must comply with the City's established on-call response timeframes (40 minutes) within 90 days of hire date.

## **DESIRABLE QUALIFICATIONS**

- (A) Five (5) years' experience as an automotive or truck mechanic in the repair of such equipment and experience in the use of diagnostic equipment.
- (B) A.S.E. Certification in heavy equipment.
- (C) Welding experience and certification.

## **TOOLS AND EQUIPMENT**

Motorized vehicles, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other hand and power tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer and related software programs, calculator, copier, phone; mobile or portable radio. \*\*The City will provide required tools and equipment.

**PHYSICAL DEMANDS**

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 functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl.

The employee is frequently required to stand and occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 50 pounds, occasionally lift and/or move up to 100 pounds and rarely lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**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.

While performing duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy. The work environment is a garage with a concrete floor and lift pits accessible only by ladders.

**SELECTION GUIDELINES**

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination or other job-related tests, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

**APPROVAL AUTHORITY:**

\_\_\_\_\_  
Department Head

Date

\_\_\_\_\_  
HR Director

Date