

CITY OF MONTGOMERY

POSITION DESCRIPTION

Position Title: Mechanic

FLSA Status: Non-Exempt

Reports to: Public Works Department Supervisor

Civil Service Status: Unclassified

General Function:

Is responsible to the Public Works Department Supervisor for fleet management and the performance of routine maintenance and service on public works department vehicles and equipment, fire department and police department vehicles (as availability and qualifications allow), and equipment associated with City-owned buildings and other City-owned infrastructure. In the absence of the Public Works Department Supervisor, assumes responsibility and accountability for effective completion of work assignments. Is committed to the mission, vision, and values of the City through ethical conduct, community stewardship, individual initiative and responsive service. Demonstrates leadership, management and technical skills through effective collaboration, using team resources, progressive decision making and personal responsibility.

Competencies:

Leadership

Exhibits behavior consistent with the mission, vision and values of the City of Montgomery.

Furtheres the mission, vision and values of the City through excellent customer service, creative problem solving, decision making, and stewardship of City resources.

Engages in and supports the long-term direction of the department through progressive strategic planning and departmental goal setting that is responsive to the needs of the community.

Contributes to a learning/thinking/renewing department through customer feedback and continuous improvement.

Provides teaching, mentoring and motivation to other employees within the organization through the sharing of knowledge, skills and information; is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization.

Demonstrates emotional intelligence in day-to-day work, decision-making and problem solving.

Initiates and suggests actions to improve departmental and City operations, employee performance, morale and work methods.

Demonstrates a commitment to provide and require excellent customer service through cooperative team and individual efforts.

Communication

Provides suggestions, advice and support to supervisor, department head, other City employees, employee teams, and the City's customers.

Communicates the City's mission, vision and values through words and actions.

Communicates effectively, both orally and in writing with the supervisor, department head, City employees, employee teams and the City's customers.

Works cooperatively with all City employees toward the common goal of providing high quality services.

Exhibits excellent interpersonal and human relationship skills.

Management

Participates in development and mentoring of co-workers to achieve a cohesive work unit consistent with the City's mission, vision, and values.

Is accountable for the delivery of quality services and work product as a part of the overall departmental and City-wide strategic direction, goals and objectives.

Contributes to a superior work culture through participation in training and mentoring to develop leadership, management and technical skills in all employees.

Assists fellow employees with developing and implementing programs and objectives to improve departmental and City-wide efficiency.

Effectively manages multiple assignments and priorities to ensure the fulfillment of projects, tasks and responsibilities.

Assists in the preparation of, and adherence to, operational and capital budgets and exhibits good stewardship of the organization's resources.

Suggests and carries out procedures to assure the highest standards of risk management, employee safety and risk avoidance.

Technical Tasks

Services all vehicles and equipment for the public works department, fire department and police departments (as deemed appropriate based on availability and qualifications), and equipment associated with City-owned buildings and other City-owned infrastructure.

Performs repairs and maintenance of public works equipment with small engines, such as UTVs, mowers, weed eaters, blowers, chainsaws, power generators, etc.

Performs all maintenance activities or coordinates those activities with vendors as deemed appropriate.

Maintains tools and parts inventory, and keeps accurate and organized maintenance records for all vehicles and equipment. Responsible for operation of a fleet preventative maintenance program for public works, fire, and police departments (as deemed appropriate), as well as City vehicles located at City Hall.

Performs emergency road service repairs as needed.

Maintains good communication with the Public Works Department Supervisor and other City staff regarding service scheduling and work order completions.

Maintains a clean and organized work area.

Schedules and oversees out-of-house mechanical services.

Responsible for the City's gasoline and diesel fueling stations.

Responds to overtime call-in as needed for emergencies or services that are necessary to be conducted outside of normal working hours.

Shall be on-call outside of normal working hours for performing repairs to vehicles and equipment associated with winter operations, as necessary.

Operates department equipment and vehicles effectively and safely.

Has ability to work effectively alone or as part of a work team.

Demonstrates mechanical aptitude and familiarity with a variety of tools and equipment; ability to maintain and repair power tools; ability to operate heavy equipment.

Performs all job duties in compliance with the established rules and regulations of the Public Works Department and the City of Montgomery.

Trains departmental employees as deemed appropriate by the supervisor.

Demonstrates accountability and responsibility for completion of work assignments in the absence of a department supervisor; provides responsive and timely feedback to supervisory staff on status and progress of work activities.

Promotes safe work practices and ensures compliance with City safety policies.

Assists in the development of operating procedures, policies, rules and regulations.

Evaluates the purchase of City vehicles and equipment, parts, hardware, tools, etc.; inventories department supplies and assists with preparation of orders and specifications for supplies and equipment.

Attends meetings, seminars, conferences, and other related events.

Maintains individual knowledge and skills to be able to carry out all duties of position.

Maintains professional certifications and training through attendance at related trainings and conferences and membership in professional organizations and other professional affiliations. Maintain ASE Certification by achieving any necessary requirements and successfully passing re-tests.

Handles other responsibilities and duties as assigned or needed to accomplish the goals and tasks of the department at the discretion of the supervisor.

Equipment Used:

Uses vehicles and equipment (possibly in inclement weather and hazardous conditions) including, but not limited to the following: trucks, aerial lift trucks, commercial mowers, lifts, generators, light to heavy equipment such as a backhoe, bobcat, loader, dump truck, snow plow, tractor, bucket truck; various hydraulic-powered hand tools, chain saws, and other hand-held powered and non-powered tools; mowing equipment, string and hedge trimmers; welder; brake lathe; tire changer; air compressor and other similar mechanical equipment and tools; specialized analytical equipment and fleet maintenance computer software. Uses current office equipment including computer, telephones, copier, calculator, fax machine, and two-way radios.

Location of Work and Physical Requirements of Position:

Must be able to safely and effectively operate a motor vehicle, as well as heavy and motorized equipment under normal and emergency conditions; demonstrate physical strength and dexterity in the use of hands and feet; work requires extensive walking, standing, running on varying types of terrain and irregular surfaces; must be able to move/transport oneself from one work site to another; must be able to perform heavy lifting, dragging, and pushing; requires climbing, working from heights, balancing, stooping, kneeling, crouching, crawling, reaching, fingering, grasping, feeling, and repetitive motions; verbal communication skills are required for expressing or exchanging ideas, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual

inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; requires working in adverse weather; requires ability to work flexible shift hours (to include nights and weekends); and be able to deal with stressful conditions in a calm and professional manner; must be able to work in off-site locations, including residential structures. Work is performed primarily in the Public Works Building, throughout the physical environs of the City (including outdoor work), and wherever mutual aid necessitates a response.

Minimum Requirements for the Position:

High School diploma or G.E.D.,

Valid Ohio Commercial Driver's License (CDL) – Class A preferred, or the ability to obtain within one year of employment.

Automotive Service Excellence Certification (ASE Certified) preferred, or the ability to obtain within one year of employment.

Ability to interact effectively with the public, agencies, and staff at all levels. Must possess a working knowledge of vehicle, equipment, and small engine maintenance and repairs. Must possess mechanical aptitude and familiarity with a variety of tools and equipment; ability to operate and maintain power tools; ability to operate Public Works Department equipment; familiarity with traffic laws and safety rules. Must pass physical exam and be free of medical conditions that would preclude one from performing said functions or that would pose a threat to the health or safety of oneself or others; must have knowledge of current office equipment and procedures including computer data entry and retrieval; demonstrated leadership skills and abilities; ability to maintain effective working relationships; ability to communicate effectively orally and in writing; must possess a valid driver's license from state of residency.

Reviewed September 2020
Reviewed July 2024