

Incumbent

**Revised
February 2011**

**POSITION DESCRIPTION
CITY OF GLASGOW**

POSITION IDENTIFICATION

Functional Title:	Mechanic
Department:	Street Department
Supervisor:	Street Foreman
Subordinates:	None
Status:	Non-Exempt

SUMMARY

Performs semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment as owned or leased by the City of Glasgow in addition to other various tasks as outline in this description.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following, but not limited to:

1. Works under the general supervision of the Street Foreman for the City of Glasgow.
2. Plans, carries out and evaluates preventive maintenance schedules for all motorized vehicles and equipment.
3. Operates a variety of diagnostic instruments and a variety of hand, electric, and air driven tools.
4. Tests, services and repair vehicles and mechanical equipment.
5. Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance.
6. Repairs brakes, engine, electrical, fuel, hydraulic, transmission, ignition, air exhaust, axle assemblies, and related systems.
7. Cuts and welds metal and performs vehicle body repair, touch-up, and related work.

8. Changes, rotates, or repairs tires and tubes within the capabilities of the City of Glasgow Street Department. Any tire work that requires special tools not in the possession of the City of Glasgow, or poses a potential dangerous environment is expected to be performed by a local tire shop.
9. Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.
10. Conducts various analysis and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair, or replacement.
11. Purchases parts and supplies used for vehicle and mechanical system maintenance.
12. Provide field assistance to disabled equipment as needed or appropriate.
13. Maintains records, prepares reports and other specialized maintenance records of city equipment.
14. Operates all vehicles and equipment for the city as needed or directed by the Street Foreman.
15. Occasionally the mechanic will be required to perform other duties in concert with any department within the city as needed or directed by the Street Foreman, Director of Public Works, or Mayor.
16. Occasionally will help with special events in the City of Glasgow as directed by the Street/Park Foreman.

COMPETENCIES

To perform the job successfully the individual should demonstrate the following competencies:

Ethics: Treat people with respect; keep commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support: Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; supports affirmative action and respects diversity.

Professionalism: Approaches others in tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Safety and Security: Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Attendance/Punctuality : Is consistently at work and on time; ensures work responsibilities are covered when absent, arrives at meetings and appointments on time.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED); or one to three years' related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read a limited number of words and recognize similarities and differences between words and numbers. Ability to speak and print simple sentences. Ability to read schematic diagrams (electrical or mechanical).

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detail but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Montana Drivers License

Must have a valid Commercial Drivers License or be able to obtain one within six months of hire

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 regularly required to stand, walk, use hand to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 50 pounds. Employees are expected to request assistance or utilize mechanical lift devices when an object cannot be moved or lifted safely. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and 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 the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate to loud.

SALARY AND BENEFITS

Position requires union membership and all requirements and fees that are associated.

Working hours are normally Monday through Friday from 7:00 am to 4:00 pm. Occasionally the employee will be required to work overtime or on weekends as directed by the Street Foreman, Director of Public Works, or Mayor.

All employee benefits will be in accordance with Montana State Statute for public employees.

Retirement benefits will be through the Public Employment Retirement System.

Position Description Approval:

Manager/Supervisor

Date:

Incumbent

Date: