



CITY OF MILES CITY
Position Description

Last Revised:	11/15/2016
Effective:	10/30/2014

MECHANIC/HEAVY EQUIPMENT OPERATOR

CLASSIFICATION: Non-Exempt

WAGE SCALE:

DEPARTMENT: Engineering & Operations – Public Works

ACCOUNTABLE TO: Shop Mechanic Foreman

Summary of Work: This is a full time permanent position. The primary function of this position is to provide support for the various physical labor duties and operation/maintaining heavy equipment to accomplish assigned tasks associated with the Public Works Department, including but not limited to: vehicle, street, facility and parks recreation maintenance. The secondary function of this position includes but is not limited to servicing, maintaining and repairing emergency vehicles.

JOB CHARACTERISTICS:

- **Nature of Work:** This position performs skilled laborer duties in the operation and maintenance of heavy equipment and emergency vehicles as necessary to accomplish assigned tasks. Position works with heavy equipment requiring adherence to practices of safety. Position may work outdoors in adverse weather conditions and extreme temperatures. Hazards include exposure to solvents, dangerous fumes, sparks and other chemicals requiring adherence to safety practices and procedures. Proper use of safety equipment and clothes for inclement weather is required in order to prevent injury and illness. Performs strenuous physical labor and activity such as walking for long extended periods of time, climbing ladders and other obstacles, and lifting weights up to 70 pounds. This position is on call for emergencies and adheres to standards of confidentiality.
- **Personal Contacts:** Daily, yet limited, contact with the public.
- **Supervision Received:** Daily assignment of duties from the Shop Mechanic Foreman
- **Essential Functions:** This position requires ability to communicate orally and in writing; read written material; ability to lift and carry heavy objects; lift and maneuver tools and equipment; exercise good judgment; make sound decisions; have physical strength and ability to perform labor duties; have good depth perception; and ability to operate and maintain heavy equipment. Along, with the ability to use tools to maintain and repair emergency vehicles; operate electrical equipment, record information; understand and use technical manuals and communicate.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Vehicle Maintenance: Maintain and make repairs to all City related equipment, with emphasis on vehicle maintenance of emergency vehicles. Ability and knowledge to safely and properly operate back hoes, frontend loaders, hydro-flusher, and other heavy equipment as necessary to perform assigned tasks. Ability and

knowledge to make routine maintenance checks on all equipment and tools used in the Engineering and Operations Department. Ability and knowledge to overhaul and/or make repairs to clutches, drive units, brakes, suspensions systems, chassis, front and rear ends, cooling systems, hydraulic systems, fuel systems, instruments, electrical systems, small engine carburetors, ignition systems, radiators, perform general tune-ups using testing equipment, service all vehicles and equipment, and observe preventive maintenance and repair records.

- **Street Maintenance:** At the direction of the Streets Foreman assist in maintaining City streets, alleys and roadways. Ability and knowledge to install and repair street signs. Ability and knowledge to safely drive and use City pickups, trucks and light equipment. Ability and knowledge to trim trees. Ability and knowledge to remove and replace Christmas decorations. Ability and knowledge to paint crosswalks. Ability and knowledge to repair potholes, cracks and other defects in City streets, roadways, curbs, gutters, and sidewalks. Ability and knowledge to repair and maintain storm drains and manholes. Upon the direction of the Streets Foreman remove weeds from public right-of-ways.
- **Welding and Fabrication:** Weld and fabricate metals incidental to repair equipment. Ability and knowledge to weld and fabricate metals incidental to repair equipment. Be able to operate a welder and accurately perform welding tasks. Be able to operate acetylene torch by cutting and making adjustments to various metals.
- **Parks and Recreation:** At the direction of the Parks Foreman operate and maintain the equipment necessary to maintain City parks, playgrounds and ball fields. Ability and knowledge to safely operate City lawnmowers and parks tools and equipment. Ability and knowledge to perform the following tasks: Upon the direction of the Parks Foreman, the ability and knowledge to perform various labor tasks. Ability and knowledge to recognize potential failures of playground equipment and notify the Parks Foreman and/or Shop Mechanic Foreman of any needed repairs.
- **Facility Maintenance:** At the direction of the Streets Foreman maintain city buildings, garages, and structures. Upon the direction of the Parks Foreman: maintain and/or repair City facilities and buildings such as grandstands, fences, restrooms facilities, storage sheds, shop facilities, parks, playgrounds, public restrooms and garages.
- **Other Duties:** Performs other related duties as required or other duties as assigned by the Streets Foreman and when working as a mechanic, directed by the Shop Mechanic Foreman. Show incentive to be a self-starter and ability to work alone with little or no supervision. Training new employees. Must be cognizant of laws relating to OSHA and other requirements pertaining to "On the Job Safety". Must be courteous to the public and answer questions courteously no matter what the circumstances. Upon the request of the Public Works Director Public Works Forman and/or Shop Mechanic Foreman, assist the Department in the collection and recording of information such as the location of irrigation and water valves, underground wiring, and the applicant of chemicals and pesticides.

JOB REQUIREMENTS:

- **Knowledge:** This position requires an extensive knowledge of heavy equipment operation and maintenance. Position requires knowledge of safety procedures in the use of equipment and in the physical lifting of heavy materials. A general knowledge of public works construction and maintenance. A working knowledge of vehicle maintenance and repair; welding and fabrication techniques; and electrical systems.
- **Skills:** This position requires skills in operating heavy equipment and work vehicles, handling heavy materials, operating hand and power tools, maintenance of equipment, and cleaning techniques. Requires

skills in the operation and maintenance of vehicles, welding wiring and all phases of mechanics.

- **Abilities:** This position requires the ability to: operate heavy equipment, lift heavy objects, manually dig holes, follow safety procedures, work during inclement weather conditions and extreme temperatures; walk for extended periods of time; climb ladders and other obstacles; lift weights up to 70 pounds; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- ✓ High School Diploma or Equivalent and five (5) years' experience in construction of Public Works.

Special requirements:

- ✓ Must have a valid Montana Driver's License.
- ✓ Must be eligible for coverage by the City's insurance carriers.

JOB PERFORMANCE STANDARDS: Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- ✓ Performs assigned duties.
- ✓ Maintains accurate and timely records.
- ✓ Demonstrates physical stamina to perform duties.
- ✓ Deals tactfully and courteously with the public.
- ✓ Observes work hours and demonstrates punctuality.
- ✓ Establishes and maintains effective working relations with fellow employees, Directors, Foreman's and the public.
- ✓ Demonstrates the ability to repair and maintain emergency vehicles.
- ✓ Performs regular maintenance service on vehicles and equipment
- ✓ Demonstrates good depth perception
- ✓ Adheres to practices of safety in use of tools and equipment.
- ✓ Is able to work in adverse weather and extreme temperatures.
- ✓ Services and maintains equipment and machinery as needed.
- ✓ Adheres to standards of confidentiality.

Approved by Human Resource Committee: November 15, 2016

Signed: _____ Date: _____

Supervisor: _____ Date: _____