

PARKS EQUIPMENT MECHANIC

JOB DESCRIPTION

Classification Responsibilities: A Parks Equipment Mechanic performs specialized journey-level mechanical maintenance and repair of gasoline and diesel-powered parks maintenance, cemetery, and/or aquatics maintenance equipment (by assignment) including: all special turf vehicles and tractors, a forklift, backhoe, trenchers, riding mowers, trailers, pumps, and mowers. The variety of equipment maintained requires knowledge of gasoline (2- and 4-cycle), diesel, and hydraulic pumps, as well as automatic transmissions and some experience with pneumatic systems. Work also involves maintaining an inventory and stock items (tools, supplies, and equipment) for equipment repair and maintenance. As time permits, the employee assigned to the City cemetery also installs grave and hub markers, which includes concrete finishing, foundation installation, masonry work on cemetery walls, and material bins. In addition, duties may include activities related to sprinkler and irrigation maintenance: sprinkler installation; repair and troubleshooting of solenoid valves, sprinkler clocks (both electric and solar); rebuilding valves and sprinkler heads, plumbing of polyvinyl chloride (PVC) lines; and repairing flood irrigation tiles, valves, lines, diversion boxes, and gates. This class performs related duties as required.

Distinguishing Features: The employee is expected to diagnose and carry out needed maintenance and repair under the general supervision of the Cemetery Operations Coordinator, or Parks and Commercial Facilities Maintenance Foreman, who is not expected to be a technical expert in mechanical repair. Employees are required to use appropriate safety procedures and equipment in completing assigned duties. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to considerable (3 - 5 years) experience as a journey-level mechanic, including some experience in the maintenance, repair, and rebuilding of mowers, gasoline and diesel engines, automatic transmissions, and hydraulics.

Special Requirements. Must possess a valid Arizona Class A Commercial Driver's License (CDL) by hire date. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification. Must have the ability to obtain forklift operator certification within one year of hire date.

Substance Abuse Testing. This class is subject to DOT Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 382.

Preferred/Desirable Qualifications. Graduation from high school or GED preferred. Some (6 months - 1 year) experience with pneumatic systems and certification as a welder is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with City employees, and vendors in order to troubleshoot equipment for potential problems, and obtain parts and supplies. Communicates with the general public, and contractors in order to perform cemetery service and maintenance duties, and contract for additional repairs (cemetery assignment). Instructs equipment operators in the proper use and preventive maintenance of equipment. Produces monthly reports, work orders, and maintains records of maintenance, repairs, and parts in order to establish service history records on equipment.

Manual/Physical: Services and repairs parks maintenance, cemetery and/or aquatics maintenance equipment. Maintains, repairs, and rebuilds combustion engines. Locates and adjusts defects in motor equipment. Rebuilds and fixes motors. Does engines tune-ups. Repairs or replaces hydraulic systems components, fuel pumps, small engines, carburetors, spark plugs, and air filters. Inspects, monitors, and evaluates information, and work-related conditions to determine compliance with prescribed operating and safety standards. Checks out electrical problems and makes necessary repairs. Overhauls brake systems on equipment. Detects smoke, gas or diesel fuel leaks. Detects traffic sounds when working near moving traffic, and backup warning devices when working around moving equipment. Sharpens, grinds, and replaces reels, flails, cutters, and mower bars on grass and weed mowing and cutting equipment.

Operates a motor vehicle and all parks equipment, requiring a valid Arizona Class A CDL in order to transport equipment for repair or maintenance. Operates power-driven machinery such as: lawn mower, vacuum sweeper, buffer, jackhammer, tamper, tractors, forklifts, and trenchers to test for proper operation. Operates a reel mower grinder and other specialized sharpening equipment. Uses common hand tools such as: hammer, saw, punch, screwdriver, chisel, and wrenches to repair and service equipment. Uses power tools commonly used in the maintenance and repair of specialized equipment. Welds, cuts, and fabricates as needed requiring a respirator. Works in small, cramped areas to adjust various parts on equipment. Reaches objects at elevated levels to take and replace parts on inventory shelves, and replace parts on equipment. Moves heavy objects weighing up to 150 pounds such as: engines, transmissions, differentials, mowers and mower reels in order to load and unload, rebuild, install, repair, sharpen, and service equipment, with the assistance of an aide.

Maintains service charts, preventive maintenance schedules, and service history records on equipment. Orders, maintains, and controls inventories of tools, supplies, and equipment. Maintains records of parts inventory and repair costs for each unit maintained. Operates a variety of standard office equipment to keep records and write reports.

Perceives the full-range of the color spectrum in order to properly wire equipment, and to determine the difference in fluids leaking. Cleans work area and equipment. Works with cleaning fluids and agents, chemicals, solvents, degreasers, and paints using normal protective equipment. Works in a variety of weather conditions while servicing and repairing equipment, replacing hoses, and repairing electrical problems. Sets up and removes folding tables and chairs to assist with cemetery services as needed (cemetery assignment). Meets scheduling and attendance requirements.

Mental: Plans and organizes daily equipment maintenance repairs, schedules, and parts inventory. Prioritizes own work. Resolves procedural, operational, and other work-related problems related to equipment analysis by evaluating needs. Analyzes problems involving a variety of mowing and other specialized maintenance equipment. Diagnoses defects in equipment. Implements preventive maintenance and mower sharpening schedules. Determines replacement parts needed. Estimates labor and material costs to repair or rebuild equipment. Comprehends and makes inferences from written material such service and technical manuals, and specification charts in order to repair or rebuild equipment. Understands and interprets blueprints and schematic drawings to repair equipment and sprinkler systems (cemetery assignment). Learns job-related material through on-the-job training regarding repair, maintenance, and troubleshooting of equipment.

Knowledge and Abilities:

Knowledge of:

the procedures and methods of troubleshooting motors, engines, and hydraulic systems;
the methods, materials, tools, and standard practices of the mechanics trades;
the principles and operation of internal combustion engines; and
the hazards and safety precautions of the trade.

Ability to:

understand and effectively carry out verbal and written instructions;
perform shop cleanup;
adapt parts to fit older equipment; and
establish and maintain effective working relationships with Parks Maintenance staff and other City employees.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Industrial Code 1/15

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PAY GRADE: 42

EEO-SCW

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-Yes

CDL-Yes

RESP-Yes

IND-8380

JOB FCTN-TRA

SWORN-No

INCREMENTS 81-200