

# City of Seward

## Job Description

### Job Title: Maintenance Operator/Mechanic

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<b>Range:</b>	14.5 – 16.5	<b>Salary:</b>	\$22.42 Starting
<b>Department:</b>	Public Works	<b>Approved by:</b>	Doug Schoessler
<b>Reports to:</b>	Public Works Director	<b>Date:</b>	May 2019
<b>Supervises:</b>	N/A		
<b>Position:</b>	Regular, Full-Time		

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#### Summary:

This position is responsible for operating heavy equipment and performing skilled work in the mechanical repair, maintenance and operation of a variety of gasoline and diesel-powered vehicles, pumps, generator, and to service and operate other specialized equipment for the Streets and Public Works Department. Under the general supervision of the Public Works Director and direct supervision of Streets and Shop Foreman.

#### Essential Duties and Responsibilities:

Operate various pieces of heavy equipment as directed.

Perform repairs and preventative maintenance on a variety of gasoline and diesel-powered equipment.

Perform maintenance and repair of heavy equipment including welding.

Establish and maintains work, progress, supply and time records.

Observe and work under safety guidelines/procedures; participate in safety training activities.

Perform Building Maintenance duties as assigned.

Perform other duties as assigned.

#### Qualification Requirements:

To perform this job successfully, an individual must be able to complete 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.

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**Education and/or Experience:**

Maintenance mechanic education/training and/or four years of experience in the operation, maintenance and repair of heavy equipment preferred. Possession of a Class B CDL or ability to obtain CDL within 6 months.

**Progressive Development:**

Each year on the employees' anniversary date, the employee will be evaluated not only on performance, but also on professional development. The Public Works Director shall determine if the employee has received the required training and experience to advance from a range 14.5 to a 15.5, then from a range 15.5 to a 16.5, remaining at the same step. After the employee reaches a range 16.5, the employee shall remain at that range and receive annual step increases, if earned, in the regular sequence. If it is determined that the employee has not progressed to the next level, but has shown above satisfactory performance, he/she will be granted the regular merit increase of one step. Employees need to complete required Incident Command Systems ICS training. IS 100 and 700 training shall be completed prior to progressing to the next pay range.

To progress to a range 15.5, the employee must have five years public works experience. Demonstrate ability to proficiently operator public works equipment without supervision and obtain 10 hours of job-related training annually (ASE certified training preferred) as prescribed by the Public Works Director.

To progress to a range of 16.5, the employee must have ten years of public works experience, demonstrate familiarity with the City's emergency response plan, 20 hours of job-related training annually (ASE certified training preferred) as prescribed by the Public Works Director. Must successfully demonstrate the ability to maintain a data base using the computer for inventory of supplies and maintenance records as prescribed by the Public Works Director.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions from co-workers, customers and the general public.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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**Other Skills and Abilities:**

Ability to operate heavy equipment such as: loader, grader, backhoe, dump trucks, dozer and other is strongly desired.

Skill in operation of shop tools and equipment commonly utilized in repairing automotive equipment. Ability to independently repair a variety of mechanical, electrical, pneumatic and hydraulic automotive equipment and components; establish and maintain cooperative relationships with others in the course of the work.

Extensive training and knowledge of gasoline, diesel and electrical automotive equipment, components and sub-assemblies; blueprint reading; shop tools; properties of materials utilized in automotive equipment; shop arithmetic is desired.

Possession of or ability to obtain a valid State of Alaska commercial driver's license (CDL) with a clean driving record.

**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 use hand(s) to handle or feel objects, tools or controls; reach with hands and arms; and stoop, bend, kneel, crouch, or crawl. The employee frequently is required to stand, walk, climb or balance, talk or hear and taste or smell. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Public Relations:**

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

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**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 regularly works near moving mechanical parts. The employee is frequently exposed to fumes or airborne particles. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals, extreme heat, wet conditions, risk of electrical shock, and vibration.

The noise level in the work environment is usually loud.

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