

FLSA STATUS	Non-Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Public Works	DEPARTMENT NUMBER	298
REPORTS TO (TITLE)	Public Works Superintendent	JOB FAMILY	Public Works
PAY GRADE	8	DATE OF LAST REVIEW	August 2024

NATURE OF WORK
The second level within the Public Works family and the Mechanic series plans, organizes, directs, and coordinates and participates in the day to day running of the garage, vehicle maintenance, and the repair of city equipment. This position is responsible for supervisory and administrative work directing and assisting the personnel engaged in the repair and maintenance of all City owned equipment.

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Plans, assigns and supervises the work of all mechanics in the Central Garage engaged in the maintenance of all City owned equipment.
2.	Responsible for maintaining a parts room and inventory of all supplies, parts, tools, equipment, including automotive that is assigned to Central Garage.
3.	Maintains a schedule of preventative maintenance and assists in maintaining cost records on equipment operation and repair.
4.	Responsible for maintaining an orderly shop and grounds and assists in safety measures and programs.
5.	Engages in mechanical work; assists mechanics in repairing equipment; oversees snow equipment parts, inventory and maintenance; inspects and does maintenance on fuel island pumps, building maintenance.
6.	Oversees vehicle evaluations for entire City fleet; attends fleet meetings, communicate with other supervisors to make decisions on equipment replacement and make sure that the new equipment meets the needs of the City.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of regular, part-time or contracted employees as well as assigns work

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

Associates Degree in Diesel or Automotive Technology or related field
 AND
 Five (5) years of Automotive Mechanic experience.
 OR
 An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

One (1) year of lead worker or supervisory experience required.

LICENSING / SPECIAL REQUIREMENTS

A Valid Driver's license

- Possess and maintain valid Commercial Driver's license "Class A" along with Air Brake Restriction removed and tanker endorsement added
- Must obtain within six months of employment (dependent on availability of training program)

SKILL / ABILITIES REQUIREMENTS

- Knowledge of modern methods, tools and equipment of the automotive mechanical trade;
- Knowledge of occupational hazards and safety precautions of the trade;
- Use and care of standard tools and equipment of the mechanic's trade;
- Understand and follow oral and written instructions and to locate and correct defects in automotive equipment;
- Basic knowledge mig and gas welding;
- Working knowledge of automotive mechanics and diesel repair;
- Prioritizing and assigning work;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: standing, walking, talking, hearing, and seeing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats.

WORKING ENVIRONMENT / CONDITIONS

- The working environment / conditions for this position may include:
- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
 - Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
 - Hazardous Materials (chemicals, blood, other body fluids, etc.)
 - Extreme temperatures
 - Inadequate lighting
 - Intense Noise

- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

CLASSIFICATION HISTORY	
DATE	COMMENT
August 2023	Draft prepared by CHM
November 2023	Updated as per PDQ by BC
August 2024	Updated Education Requirements from feedback from Dept by BC

EEOC
The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.