

FLSA STATUS	Non-Exempt	CIVIL SERVICE	Yes
UNION	Public Works	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Public Works, Landfill, Recycling Center	DEPARTMENT NUMBER	298, 840, 843
REPORTS TO (TITLE)	Mechanic Supervisor, Landfill Supervisor, Recycling Coordinator	JOB FAMILY	Public Works
PAY GRADE	6 / Mechanic / Solid Waste Operating Mechanic	DATE OF LAST REVIEW	September 2024

NATURE OF WORK
The first level in the Public Works family and the Mechanic series is responsible for making repairs on the City's fleet in accordance standard trade practice. This position may also diagnose and repair all equipment owned by the City.

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.	Performs general overhauls, repair, and preventative maintenance work on light and heavy duty trucks, gasoline and diesel motors, tractors, graders, fire trucks and other automotive and mechanical equipment.
2.	Completes general repairs on City equipment such as, hydraulic hose replacements, cylinders, belt replacements, A/C repair, broom replacements, etc.
3.	Does diverse electrical work on City equipment; such as installing batteries and terminals, adjusting and repairing lights, shorted wiring and open circuits, trailer wiring, replacing corroded electrical components, ABS sensor head lights, and tail light repairs.
4.	Makes road test to tests to locate defects in equipment operation and as a check on repairs work before the return of the equipment to active use.
5.	Complete engine repairs including, spark plugs, injectors, coils, emissions, and top end engine rebuilds including valve train repair; make repairs to small engines such as generators and pumps.
6.	Performs various fabrication work involving bridges beam work, handrails, etc.
7.	Utilizes a variety of common testing devices such as ammeters, voltmeters, computer scanners and other equipment.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
Solid Waste Operating Mechanic
<ul style="list-style-type: none"> Stationed at the Landfill. Splits time between Landfill and Recycling Center.

SUPERVISORY RESPONSIBILITIES
Does not officially supervise other employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High school graduate or G.E.D. equivalent.

AND

Two (2) years of Automotive Mechanic experience.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

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 vehicle and equipment systems;
- Knowledge of operating principals and mechanics of engines;
- Recognize potential hazards when working with vehicles and equipment;
- Knowledge of preventative maintenance of equipment;
- Knowledge of hydraulic systems;
- Knowledge of electrical systems and read wiring diagrams;
- Knowledge of occupational hazards and safety precautions of the trade;
- Understand and follow oral and written instructions and to locate and correct defects in automotive equipment;
- Basic knowledge of welding and cutting;
- Ability to use computers and relevant software (ex.: Microsoft Office).
- 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.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 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.

POSITION ASSESSMENTS

Cognitive

- Wiesen Test of Mechanical Aptitude
- Criteria Mechanical Reasoning Assessment

Personality

- Employee Personality Profile

Risk

- Workplace Safety Profile

Hands-on assessment in department

Interview

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by CHM
November 2023	Updated per PDQ by BC
September 2024	Added Position Assessments used 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.