

Job Title: Assistant Public Works Superintendent - Mechanic Position Number: PW/18 Department: Public Works Salary Grade: 18 Random Substance Testing: Yes FLSA Status: Exempt
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JOB SUMMARY: This position is responsible for directing the city's vehicle and equipment maintenance and repair activities.

MAJOR DUTIES:

- o Oversees daily vehicle and equipment repair and maintenance activities.
- o Orders supplies, materials, and safety equipment and clothing.
- o Supervises, schedules, trains, and inspects the work of assigned personnel in accordance with city personnel policies and procedures.
- o Communicates with customers to explain operations, assess concerns, and provide information.
- o Develops and administers the city's vehicle maintenance program.
- o Creates and maintains effective relations with employees and customers.
- o Supervises and may perform repairs to vehicles of varying complexity.
- o Helps develop, implement and budget city's vehicle replacement program.
- o Troubleshoots and tests equipment both before and after repairs.
- o Supervises and/or evaluates the performance of diverse and complex equipment.
- o Conducts safety meetings and complies with established safety standards and regulations.
- o Assists with developing the vehicle maintenance and repair budget.
- o Prepares bid specifications for major equipment purchases.
- o Participates in the interviewing and selection of staff; provides or coordinates staff training; evaluates work; implements disciplinary procedures; ensures that staff meet annual training requirements.
- o Investigates complaints and recommends corrective actions as needed.

- o Reviews purchase orders and ensures they are properly coded.
- o Maintains accurate records of work performed and materials used.

- o Prepares daily, weekly, and monthly activity reports.

- o Coordinates warranty maintenance and repair activities with vendors.

- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of safety standards and regulations.

- o Knowledge of accepted personnel practices, procedures, and policies, including supervision, training, and performance evaluation.

- o Knowledge of city and department policies and procedures.

- o Knowledge of vehicle and equipment maintenance and repair techniques.

- o Skill in problem solving and decision making.

- o Skill in performing mathematical calculations.

- o Skill in maintaining records.

- o Skill in using a computer and standard office equipment.

- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Public Works Superintendent assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include city ordinances, department policies and procedures, and equipment repair manuals. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied duties related to overseeing the repair and maintenance of vehicles and equipment. The variety of equipment to be serviced contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to oversee the maintenance and repair of vehicles and equipment. Successful performance helps ensure the provision of safe and operable equipment for city activities.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, vendors, contractors, citizens, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, resolve problems, provide services, and motivate personnel.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, warehouse, shop, or outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Mechanic (2).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Missouri for the type of vehicle or equipment operated.