



Job Title: Equipment Mechanic
Reports To: Equipment Shop Foreman
FLSA Status: Non-Exempt
Job Grade: 36
Department: Public Works
Approved by: Public Works Director
Date Prepared: July 1, 2013

SUMMARY

Under general supervision, performs the maintenance and repair of various light to heavy vehicles and equipment.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Diagnoses and repairs all types of equipment and vehicles.
- Designs, fabricates and/or repairs metal projects via the use of various welding methods.
- Maintains and inputs records of all repairs and service work orders into an automated maintenance program.
- Researches and orders parts; orders stock for shop supplies.
- Schedules warranty work at dealerships; delivers vehicles.
- Performs major diesel engine, drive train, transmission and differential overhauls.
- Troubleshoots and repairs hydraulic equipment, including pumps, valves, cylinders and hoses.
- Troubleshoots and repairs electrical and air conditioning issues.
- Services lift stations, including pumps and generators.
- Cleans and maintains the shop, equipment and overall appearance.
- Operates equipment for diagnosis and repair.
- Works with equipment dealers and their technicians to diagnose operational or repair issues with their products.
- May operate heavy equipment for snow and ice removal.
- Works safely; attends appropriate safety training; follows safe work practices; identifies and reports unsafe work conditions; enforces and promotes safe work practices; encourages staff to support all areas of work safety.
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Associate Degree or vocational school AND two years of experience in light and heavy equipment and vehicle maintenance and repair operations or an equivalent combination of education and experience.

Knowledge of:

- City organization, operations, policies and procedures.
- Welding, electrical, hydraulic, pneumatic and air conditioning systems.
- Diesel and gasoline engines.
- Lock out tag out program.
- Confined entry program.
- Principles and practices of project management.

Skill in:

- Using initiative, discretion and judgment within established procedural guidelines.
- Performing various mathematical calculations.
- Diagnosing problems and determining the appropriateness of completed repairs.
- Reading and understanding parts and service manuals and schematics.
- Utilizing hoists, cranes and other lifting devices.
- Repairing or rebuilding submersible and centrifugal pumps, electric motors and air compressors.
- Operating the SCADA system for all lift stations.
- Communicating effectively, both orally and in writing.
- Creating and maintaining effective working relationships with peers, superiors, other City departments, dealers, vendors, suppliers and service personnel.
- Multi-tasking.
- Performing research.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Operating a personal computer utilizing standard and specialized software.

LICENSE AND CERTIFICATION REQUIREMENTS

Possession of a valid Class B Commercial Driver's License with tanker and air brake endorsements

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a shop and outdoor work environment. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds. Regular exposure to dangerous machinery, extreme weather conditions, potential physical harm, hazardous chemicals and infectious diseases.

Important Notices: This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the City of West Fargo. The employee is required to sign this document in the space provided below, acknowledging receipt and comprehension of this job description.

Employee's Name (please print)

Employee's Signature

Date