



Public Works Department

Town of Clarkdale

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SR. MECHANIC **JOB DESCRIPTION**

DESCRIPTION: Under general direction of the Utilities/Public Works Director and direct supervision of the Public Works Superintendent, this position supports department efforts towards providing Town services through repair and maintenance of the Town's fleet and equipment. This includes servicing vehicles and equipment; performing skilled and complex mechanical maintenance and repair work on gasoline, diesel and other motorized equipment; participating in a preventative maintenance program; performing other duties as required or assigned. Due to economic constraints, employees in this class are typically working a thirty-six (36) hour work week. However, schedules are subject to change depending on needs of the department or the organization.

CLASSIFICATION: Positions in this class are characterized by an ability to handle a variety of tasks and interactions with a variety of people. An employee successful in this position performs duties efficiently and at times with considerable independence. Abnormal working hours may be required. This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS AND DUTIES:

Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:

- Diagnoses mechanical difficulties with Town automobiles, trucks and equipment;
- Schedules equipment maintenance activities; coordinating with Town departments for efficient servicing and repairing of automobiles, trucks, and equipment;
- Participates in developing and maintaining systems and procedures for maintenance;
- Inspects, repairs, adjusts, overhauls and/or maintains diesel and gasoline powered Town equipment such as autos, trucks, tractors, backhoes, mowers, weed eaters, saws, and other standard and specialized equipment;
- Inspects, repairs, adjusts, overhauls and/or maintains components of engines, drive lines, transmissions, brake systems, clutches and steering assemblies, wheel bearings, oil seals, shock absorbers, emission systems, exhaust systems, generators, distributors, lights and switches;
- Maintains complete records of equipment condition, repairs performed and maintenance costs;
- Road tests vehicles and equipment inventory; purchases tools, parts, equipment and supplies; maintains records of inventories and purchases; collects and prepares information related to purchasing parts and materials;
- Performs other duties as needed or assigned.

MINIMUM QUALIFICATIONS

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance is acceptable. Possession of a High School Diploma or GED is the minimum education required. A minimum of five (5) years mechanical experience is required.

Special Requirements, Licenses, and Certificates

- Must possess a valid Arizona drivers' license at time of appointment and maintain an excellent driving record.
- Possession of, or ability to obtain an Arizona Commercial Drivers' License (CDL) within Six (6) months of appointment is required.
- Must complete online training and testing with National Incident Management System (NIMS) through the Federal Emergency Management Agency (FEMA) within six (6) months of hire and maintain current/ongoing certification as needed.

Knowledge, Skills and Abilities

- Knowledge of methods, materials, tools and equipment used in fleet maintenance and repair;
- Knowledge of occupational hazards and safety precautions applicable to fleet maintenance and repair;
- Skilled in the use of tools, powered equipment and welders used in the maintenance, repair and fabrication of automotive, truck and construction equipment;
- Ability to identify and solve problems associated with maintenance and repair;
- Ability to follow established and/or recommended safety precautions, policies or procedures;
- Ability to anticipate issues and participate in the collaboration of solutions;
- Ability to work independently within established time and budget constraints;
- Ability to effectively make use of use basic computer software systems;
- Ability to work in a variety of both indoor and outdoor climatic conditions;
- Ability to kneel, bend, twist and stoop repeatedly;
- Ability to perform strenuous manual labor;
- Ability to interact and communicate effectively;
- Ability to research, collect and effectively report activities orally and in writing;
- Ability to think independently, use discretion and good judgment, apply strong communication and customer service skills, and follow and carry out written and verbal direction;
- Ability to establish and foster effective working relationships;
- Ability to organize and prioritize, and to work independently, at times under time constraints and deadlines;
- Ability to be flexible in the face of change.

Physical Requirements

This classification involves work that may require:

- Traversing uneven terrain;
- Climbing ladders;
- Performing repairs on equipment;
- Wearing a respirator and using safety equipment;
- Vision sufficient to read documents, computer screens, computer print outs, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the radio or phone;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the radio or phone;
- Mobility sufficient to safely work in office settings, repair shops and outdoor environments;
- Dexterity sufficient to safely operate equipment including office computers;
- Strength sufficient to safely lift, carry, pull and/or move up to sixty (60) lbs.;
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.

WORKING CONDITIONS

- Work is regularly performed in an inside repair shop environment and a variety of outdoor environments;
- The noise level is varied and can be loud if near equipment operations;
- The employee may be required to walk over uneven flooring or terrain;
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance;
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms;
- 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;
- The Town of Clarkdale is a drug-free, smoke-free work environment.

PRE-EMPLOYMENT DRUG TESTING IS MANDATORY.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.