



<b>Department:</b>	Public Works
<b>Supervisor:</b>	Motor Pool Foreman
<b>Prior Revision Date:</b>	12-01-2013
<b>Last Revision Date:</b>	04-04-2016
<b>Revision Made By:</b>	KH & admin.
<b>Revision Reviewed &amp; Approved by:</b>	SG
<b>Employment Status:</b>	PMEA Union
<b>Date Provided to Bargaining Unit</b>	04-05-2016

## Petersburg Borough

### Job Description

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### PUBLIC WORKS MOTOR POOL EQUIPMENT MECHANIC

#### Definition

Maintains and repairs all gasoline and diesel powered equipment for the Petersburg Borough.

#### Supervision Received

Reports directly to the Motor Pool Foreman or as assigned by the Public Works Director.

#### Supervision Exercised

None.

**Duties** *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

#### Under direction of, and assignment by, their supervisor:

Performs maintenance and repairs on gasoline and diesel powered equipment, including tune-ups, minor and major engine overhauls, brake repairs, electrical system troubleshooting and repairs, hydraulic system diagnosis and repair, and a variety of other skilled or semi-skilled work functions to accomplish the maintenance and/or modification of equipment. Diagnoses source of trouble, dismantles equipment, and performs repairs.

Examples of equipment to be maintained include medium duty diesel trucks (e.g. dump trucks, fire trucks, garbage trucks, electric department line trucks), backhoes, excavators, forklifts, light duty trucks, SUVs generators, chain saws, pumps, ATVs, snowblowers, and other types of equipment. Must operate and understand functionality of each piece of equipment to verify proper operation following repair or preventative maintenance.

Orders parts from suppliers while maintaining an emergency supply of parts, and fabricates custom parts as needed.

Performs welding, brazing, prefabrication, machinist, and millwright duties as required.

Performs tire changes and repairs of all sizes.

Tools used to include forklift, jacks, air compressor, arc welder, drill press, lathe, bandsaw, shop crane, vehicle lift, and a variety of hand and power tools used in automotive maintenance work.

Uses computer and electronic diagnostic tools to aid in the repair of all diesel and gasoline rolling stock.

Reads and interprets vehicle/equipment service manuals for proper maintenance and repair of same.

Contacts manufacturers' representatives and technical support to aid in troubleshooting and repair of Borough vehicles and equipment.

Performs other duties as assigned.

### **Distinguishing Characteristics**

The work assigned to the position of Equipment Mechanic classification is distinguished by the element of responsibility for maintenance of gasoline and diesel powered engines. Knowledge and initiative are required to meet this responsibility with minimal direct supervision.

### **Working Conditions**

Incumbent performs approximately 90% of duties in a shop environment exerting physical effort while lifting machine parts and tires in excess of 75 lbs. Physical injury may result from exposure to a variety of automotive repair operations, welding fumes, chemicals, and moving parts.

### **TOOLS**

Must provide own hand tools up to 2 inch (wrenches and sockets). Mechanics are responsible for the security of their tools.

### **Qualifications**

Must be able obtain an insurable Commercial Driver's License, Class A or B with air brake and tanker endorsements, within six months of the hire date.

Minimum of a high school graduate or GED, with three years of employment in repair and maintenance of vehicles and heavy equipment.

Ability to establish and maintain effective working relationships with fellow employees and the general public, work cooperatively with supervisor, and display willingness to assist co-workers.

Any combination of experience and education which provides the applicant with the following attributes:

Mechanical knowledge and experience sufficient for maintenance and repair on gasoline and diesel powered equipment.

Knowledge of the hazards and safety precautions of the mechanical trade.

Skill in operating a variety of hand and power tools used in automotive maintenance work.

Physical ability to perform the work of the class.

**Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date