



<b>Department:</b>	Public Works
<b>Supervisor:</b>	Motor Pool Foreman
<b>Prior Revision Date:</b>	04-04-2016
<b>Last Revision Date:</b>	05-27-2025
<b>Revision Made By:</b>	AM, CC & admin.
<b>Revision Reviewed &amp; Approved by:</b>	SG
<b>Employment Status:</b>	PMEA Union
<b>Date Provided to Bargaining Unit</b>	06-04-2025

## **Petersburg Borough**

### **Job Description**

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#### **PUBLIC WORKS MOTOR POOL MECHANIC 1**

##### **Definition**

Performs routine maintenance and repairs on gasoline and diesel powered automotive, light and heavy construction and other power-driven equipment that are used in the Borough fleet.

##### **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:**

Fuels, greases and lubricates automobiles, trucks and heavy construction equipment; ensures appropriate fluid levels. Performs safety inspections on vehicles and equipment; performs routine tune up and repair work and reports safety and other priority repair work to the foreman. Changes and repairs tires and maintains tire inventory. Inspects and repairs or replaces basic electrical components, including gauges, sending units, lights, batteries and charging systems. Washes and steam cleans vehicles and equipment. Performs basic welding and fabrication as needed. Assists in general maintenance and cleanliness of automotive shop area. Operates a variety of vehicles and medium to large construction equipment.

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.

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.

At the Motor Pool Foreman's discretion, may be trained in more advanced skills and tasks covered under the Mechanic 2 classification.

Performs other duties as assigned.

### **Distinguishing Characteristics**

The work assigned to the position of Motor Pool Mechanic 1 classification is distinguished by the element of becoming proficient in the basic maintenance of gasoline and diesel engines. Initiative is required to meet this responsibility under 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 basic mechanic hand tools (wrenches and sockets). Mechanics are responsible for the security of their tools.

### **Qualifications**

Must be able to obtain an insurable Alaska 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. Prior education and/or training in the vehicle maintenance trade is desired, but not required.

Willingness and ability to learn and perform skills related to basic vehicle and equipment preventative maintenance, troubleshooting and repairs.

Knowledge of safe work practices. Knowledge of use and care of various tools used in relation to duties listed above, operation of power and other equipment.

Ability to understand and follow oral and written instructions. 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.

**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