

**CITY OF RAMSEY POSITION ANALYSIS**

**POSITION TITLE:** Public Works Mechanic

**DEPARTMENT:** Public Works

**POSITION TITLE OF IMMEDIATE SUPERVISOR:** Public Works Superintendent

**SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING:** Yes

**FLSA STATUS:** Non-Exempt

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**PRIMARY OBJECTIVE OF POSITION:**

The primary objective of this position is to perform semi-skilled, skilled, and administrative work in maintaining City vehicles and mechanical equipment. This is a full-time position.

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**RESPONSIBILITIES:**

- A. Provides maintenance and repair of automobiles, trucks, heavy duty street equipment, construction machinery and other equipment
- B. Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools
- C. Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work
- D. Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies, and related systems
- E. Changes and repairs tires and tubes
- F. Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair, or replacement
- G. Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance
- H. Provides emergency field assistance to disabled equipment as needed or when appropriate
- I. Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures
- J. Maintains records, prepares reports, and other specialized maintenance records of equipment and mechanical equipment
- K. Ability to train other Public Works Maintenance Workers in basic maintenance functions
- L. Ability to become MNDOT Inspection Certified (Commercial Vehicles) within 6 months of hire

## **TRAINING AND EXPERIENCE:**

### Minimum:

- Three years professional experience in mechanical work, which will range from small engine repair to heavy equipment repair
- Two-year certificate of completion from a technical or vocational school with specialized training in mechanics, maintenance management or related field.
- One year experience in small engine repair
- Commercial Driver's License (Class A or B)
- Equivalent combination of education and experience

### Desired:

- Commercial vehicle inspection certificate
- Professional experience and/or technical training in automobile/light duty truck repair
- Professional experience and/or technical training in welding, hydraulics, and electrical systems
- Basic computer usage skills including software such as Word, Outlook and Excel

## **RELATIONSHIPS**

### Internal:

- Daily contact with Public Works department personnel
- Daily contact with department head
- Occasional contact with other departments' personnel

### External:

- Occasional contact with the public
- Frequent contact with vendors

## **SUPERVISION PROVIDED**

General discussion with the Department Head to further define policies and procedures. Direction is given by the Public Works Superintendent although independent decisions will be required when dealing with job prioritization. Mechanic receives limited instructions from the Public Works Superintendent. The Public Works Mechanic is expected to accomplish tasks of moderate complexity with limited supervision.

Revised June 1991

Revised September 1993

Revised October 2004

Revised June 2014

**JOB ACTIVITY REQUIREMENTS**  
**Public Works Mechanic**

<b>Job activity requirements</b>					
	<b>Physical Activities</b>	<b>Very Important</b>	<b>Important</b>	<b>Slightly Important</b>	<b>Not Important</b>
<b>1</b>	Standing	x			
<b>2</b>	Sitting			x	
<b>3</b>	Walking	x			
<b>4</b>	Lifting	x			
<b>5</b>	Pushing / Pulling	x			
<b>6</b>	Carrying	x			
<b>7</b>	Climbing		x		
<b>8</b>	Kneeling	x			
<b>9</b>	Crawling	x			
<b>10</b>	Crouching	x			
<b>11</b>	Bending at waist	x			
<b>12</b>	Reaching	x			
<b>13</b>	Handling Objects	x			
<b>14</b>	Repetitive Hand Motion		x		
<b>15</b>	Use of Arm Muscles over Extended Periods	x			
<b>16</b>	Use of Leg Muscles over Extended Periods	x			
<b>17</b>	Overhead Work	x			
<b>18</b>	Stationary desk or bench work		x		

**This job requires employees to be able to lift and carry up to 74 pounds without assistance.**

<b>Job working conditions</b>		
		<b>Yes</b>
		<b>No</b>
<b>1</b>	Working Outdoors	x
<b>2</b>	Working Indoors	x
<b>3</b>	Operating forklifts or dangerous equipment	x
<b>4</b>	Operating motor vehicles	x
<b>5</b>	Providing work direction to other employees	
<b>6</b>	Working with chemicals	x
<b>7</b>	Working near fumes and vapors	x
<b>8</b>	Driving a City vehicle or personal vehicle	x
<b>9</b>	Driving is an essential function of this job	x
<b>10</b>	Subject to random DOT drug and alcohol testing	x