

POSITION DESCRIPTION

City of Monett

mnjobGCM

JOB TITLE: Assistant Mechanic

DEPARTMENT: Mechanic

SALARY RANGE: Payroll – Level 5

IMMEDIATE SUPERVISOR: Mechanic/General Manager Utilities

ESSENTIAL FUNCTIONS

- I. Mechanic Related Activities 100% of Time
- A. Maintains all equipment. Establishes the preventative and corrective maintenance program assuring that all equipment is kept in safe and working order.
 - B. Obtains appropriate equipment and completes assignments assuring that all safety equipment, procedures, and gear are used at all appropriate times assuring for completeness and timeliness.
 - C. Completes the assignment assuring for completeness and accuracy and assuring that safety procedures are followed. Completes put away and maintains work area in a clean and safe manner.
 - D. Monitors supply inventory. Notifies appropriate person to place order as the need to restock occurs. Receives supplies, inspects for accuracy, and restocks inventory.
 - E. Assists, as needed, with work assignment relating to mowing, weeding, snow plowing, and mending and repairing fences, and trash pick up.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above Average accessibility of all work sites required for the position.
- ◆ Above Average exposure to weather and temperature extremes.
- ◆ Above Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Above Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Above Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above Normal physical agility: ability to maneuver body while in place.
- ◆ Above Normal physical strength to handle routine office materials and tools.
- ◆ Above Normal physical strength to handle 80 lb. objects, considering frequency.
- ◆ Above Normal dexterity of hands and fingers.
- ◆ Above Normal physical balance: ability to maintain balance and physical control.
- ◆ Above Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School Diploma or equivalent.
- ◆ Valid Driver's license.
- ◆ Experience with maintenance equipment and machines.
- ◆ Ability to maintain certifications and training, and attend seminars.

MENTAL EFFORT

- ◆ Above Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above Average memory, considering the amount and type of information.
- ◆ Above-Normal complexity of decision making.
- ◆ Above-Normal time pressure of decision making.
- ◆ Above-Normal analytical thinking.
- ◆ Above-Normal conceptual thinking.

COMMUNICATION

- ◆ Above-Average verbal communication.
- ◆ Above-Average written communication.
- ◆ Average non-verbal communication

SENSORY ABILITIES

- ◆ Above Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Above Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch