

	City of Toledo Equipment Maintenance Mechanic Job Description	
	Salary Range: \$3,745 - \$4,328/month	Department: Public Works Dept.
	Classification: FLSA Non-Exempt	Supervisor: Operations Supervisor
	Representation: Toledo Employees' Association	Location: Public Works Shops

General Roles and Responsibilities

The Equipment Maintenance Mechanic performs a wide range of mechanical repairs to City vehicles, equipment, pumps, machinery, and facilities. These include but are not limited to; engine repair (both diesel and gasoline), electric motor trouble shooting and repair, mechanical maintenance, welding, sheet metal fabrication, limited electrical repairs, and other related duties. This position is also responsible for keeping efficient records of all maintenance activities and establishing and maintaining a preventative maintenance program.

Supervision Received and Exercised

- Works under the general direction of the Public Works Operations Supervisor

Knowledge and Skills Required

Minimum Education

- High School Diploma or Equivalent (GED)
- Data entry
- Computer efficient
- Microsoft Office programs such as Word, Excel, Outlook
- *Two years of college or technical training with an emphasis in water treatment is highly desirable*

Experience

- Five (5) years of increasingly responsible experience in in motor mechanics, fabrication, welding, and/or electrical systems, including two (2) years in diesel motors/equipment.

Experience in a public works operations environment preferred. An equivalent combination of education and experience will receive consideration.

Certifications/Licenses

- Valid Class C Oregon Driver's License
- Valid Class B Oregon Driver's License with tank and air brake endorsement, or ability to obtain within 30 days of appointment
- Oregon flagger's certification card or ability to obtain within timeframe specified upon hire
- *Certified Automotive Fleet Specialist (CAFS) and/or Automotive Service Excellence (ASE) certification, or the ability to obtain in a timely manner, highly desirable. Limited maintenance electrician's license, or the ability to obtain in a timely manner, highly desirable*

Knowledge of:

- Machinery and equipment utilized in municipal operations, particularly Public Works

Ability/Skill in:

- Mechanical repair of machinery and equipment in municipal operations/Public Works.
- Fabrication
- Welding
- Electrical maintenance
- Recordkeeping
- Working as a team member and communicating effectively with City staff and the public
- Upholding safety requirements, evidenced through a proven safety record
- Making independent decisions and exercising sound judgment

Primary/Essential Responsibilities

Equipment Maintenance/Repair (60% of Time)

- A. Monitors all observed variations in operating conditions. Researches and implements methods related to the improvement of plant efficiency.
- B. Repairs and maintains the City vehicle fleet, including Public Works, Fire, Police, and Parks and Recreation.
- C. Repairs and maintains Public Works backhoes, graders, rollers, trucks, compressors, and other such construction equipment.

Welding/Fabricating (30% of Time)

- A. Designs, fabricates, and repairs assemblies which require welding and plasma cutting.

Fleet Management (5% of Time)

- A. Maintains service records on Public Works, Water Treatment Plant, and Wastewater Treatment Plant mechanical and electrical equipment.
- B. Maintain preventative maintenance program for Public Works mechanical and electrical equipment.
- C. Source and surplus replacement equipment when necessary.
- D. Establish ALL equipment inventories to include maintenance special tools.

Water & Sewer Plant, PW Facilities Maintenance (5% of Time)

- A. Troubleshoots and repairs pumps and electrical motors at water and wastewater pump stations (including diesel powered generators).
- B. Maintains mechanical and electrical functions of Water and Wastewater Treatment Plants within qualifications.
- C. Provides on-site job or equipment maintenance and delivery of sewer vacuum truck or related equipment to job sites.
- D. Performs non-routine facilities maintenance on publicly owned facilities.

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Usual closed shop working conditions: exposure to a variety of chemicals both flammable and non-flammable. Fumes from welding and chemicals are present daily. Noise hazards exist from running equipment and power tools. Typical PPE requirements include gloves, safety glasses, and ear protection and on occasion a gas mask, welding helmet, or face shield. Hazards or obstacles are encountered on a regular (60–80%) basis. Dirt and weather are not primarily an issue unless on a job site.

Physical Requirements: Lifting 25 pounds or more occurs daily (80% of time). Manual dexterity is necessary a substantial (80%+) amount of the work time to use hand tools, power tools, and welding tools, use computer keyboards, multimeters, amp meters, and vehicles.

A typical work week will consist of five (5) consecutive eight-hour (8-hour) shifts Monday through Friday, 8:00am to 5:00pm; four consecutive ten-hour shifts may be assigned from time-to-time as determined by need and assignment. This position may occasionally be assigned to work outside of normal hours.

Additional Information

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential functions.

Essential competencies of this job are described under the headings above. They may be subject to change at any time. 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. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

**Revised:
August 1, 2020**