



Job Description

General Public Works Maintenance/Mechanic

Position Title: General Public Works Maintenance/Mechanic **Date:** May 28, 2024

Department: Public Works

FLSA Status: Non-exempt

Immediate Supervisor: Public Works Director

Primary Objective of Position

To perform various types of semi-skilled and skilled mechanical repair and maintenance of vehicles and equipment used in City operations. Also performs the various maintenance duties of street, building, grounds, parks, and other facilities, including periodically performing heavy manual labor that may occur under adverse weather conditions.

Essential Functions of the Position

Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or logical to the position.

- Responsible for repairs and maintenance of the city's vehicles and equipment. Duties include, but are not limited to:
 - Repair of gasoline and diesel-powered vehicles, heavy equipment, and related components.
 - Coordinate complex repairs of equipment with approved outsourced vendors to get quotes, schedule appointments, delivery and pick-up.
 - Tasks include equipment service, tire repair, retro-fit City vehicles with specialized equipment, modify and fabricate equipment and parts, weld broken items, obtain parts, maintain tools, keep shop area in clean and orderly condition.
 - Equipment includes light and heavy-duty trucks, mini-backhoes, front loaders, street sweepers, sewer jetter, mowers and smaller equipment.

- Services include repairing, rebuilding, or replacing various types of electrical and hydraulic equipment such as pumps, hoses, cylinders, and jacks.
- Performs preventative maintenance on gasoline and diesel power equipment including engine oil changes, chassis lubrication, check and replenish other fluids as needed.
- Repair or replace lights, brakes, tires/tubes, mounted vehicle components, install/repair safety equipment (light bars, spotlights, emergency beacons) as needed.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Maintains a variety of records relating to inspections and maintenance activity on all equipment.
- Maintains work area and tools for a clean and safe work environment.
- Assists in repairs and maintenance of the city's streets, rights-of-way, storm sewer system, sidewalks, facilities, and equipment. Duties include, but are not limited to:
 - Street Repairs: pothole patching, crack-sealing operations, sealcoat operations, flagging and traffic control, including weed removal and surface repair, and street sweeping.
 - Right-of-way and Sidewalks: Sod replacement, black dirt and seed placement, tree trimming and removal, concrete sidewalk removal and repair.
 - Storm Sewer System: Clean and repair catch basins, manholes, watermain valves, hydrants. and other structures. Aid in inspection of storm sewer system.
 - Performs routine annual maintenance on the sanitary sewer distribution system.
 - Snow Removal: Prepare trucks and equipment needed for snow and ice removal and perform snow and ice removal activities.
- Work with materials such as bituminous materials, sand, gravel, black dirt, and salt.
- Operate equipment such as tandem axle dump trucks, steel wheel and rubber tire rollers, street sweepers, oil distributors, asphalt pavers, jet vacuum machines for storm sewers, and other miscellaneous equipment as assigned.
- Promotes diversity and inclusion objectives defined by the city and continually examines own performance to eliminate implicit bias in carrying out duties and interacting with the public, coworkers, and other city employees.
- Maintains effective working relationships with other employees and the public.
- Regular, reliable attendance during scheduled work hours and outside regular hours as necessary.
- Responsible to work overtime, shift changes, or be on call as necessary or assigned.
- Adheres to safety rules and procedures, work rules and city policies.
- Performs other duties and responsibilities as apparent or assigned.

Examples of Performance Criteria

- Demonstrates a working knowledge of methods, tools and equipment used in public works maintenance activities such as, but not limited to snow removal, street repair and maintenance, boulevard repair and maintenance, storm sewer repair and maintenance, equipment care and maintenance, lawn mowing, weed whipping and tree trimming.
- Creates a supportive team work environment with a positive attitude toward job assignments and tasks to be performed.
- Is conscientious in the operation and maintenance of equipment and general building maintenance
- Shows initiative in recommending methods to improve safety, efficiency, and quality on the job.
- Ability to obtain accurate information and communicate appropriately by using tact and diplomacy.

Minimum Qualification

- Valid Class B driver's license, or ability to obtain within six months.
- Completion of two years in automotive & truck mechanics at a vocational college or 3 years of experience.
- One year of street/water/sewer maintenance or construction experience including equipment operation, or equivalent.
- Ability to lift a minimum of 50 lbs.
- Ability to physically perform maintenance functions as related to position.

Desirable Qualifications

- Additional street and/ or utility maintenance, construction or farming experience including the use of associated equipment.
- One (1) year of fleet maintenance and repair experience on light and heavy- duty equipment
- Two (2) years repair work experience on small engines, light and heavy equipment and generator equipment.
- Ability to perform welding, brazing and metal fabrication
- Proficiency in asset management and/or customer service management software.
- Continued education/certification in relevant program/coursework
- Specialized schools on ignition and electrical systems.
- School on heavy equipment maintenance.
- Experience working in a municipal public works department.

- History of safe work habits and clean driving record

Supervision of Others

This position does not supervise any other position within the city.

Equipment/Job Location

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties performed are typically outside, and, therefore, subject to climatic extremes.

Conditions of Employment

- Must comply with organizational and department policies
- Must possess a valid Class B driver's license

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The city of Rockford is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.