



## JOB DESCRIPTION

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**TITLE:** Equipment Mechanic

**REVISED:** February 2016

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**GENERAL PURPOSE:** Repairs and maintains Minot Park District equipment and vehicles.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in ensuring the District's equipment and vehicles are properly maintained in a safe working condition.
- Processes work orders and ensures maintenance requests are completed in a timely manner.
- Performs preventative maintenance on equipment and vehicles including oil changes.
- Diagnoses mechanical issues and performs major and minor equipment/vehicle repairs.
- Repairs and overhauls engines, transmissions, electrical and fuel systems, and air conditioning.
- Adjusts, repairs, and replaces brake systems, wheel cylinders, steering systems, suspensions, and/or wheel alignment.
- Fabricates and welds trailers, equipment, parts, and/or other types of metal objects.
- Services and performs repairs on small engines and chain saws.
- Prepares and maintains a variety of departmental records and documentation including work orders, service records, and inventory lists.
- Purchases and/or orders vehicle and equipment parts; monitors and maintains Maintenance Shop supply inventories.
- Provides recommendations regarding the replacement of vehicles and equipment; assists in writing specifications for the purchase of new equipment and/or vehicles as required.
- Operates equipment and assists with building and/or facility maintenance activities as required.
- Performs other duties as assigned or required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Associate's Degree in Auto Mechanics, AND two years experience as a mechanic; OR an equivalent combination of education and experience.

**Required Licenses or Certifications:**

- Possession of or ability to obtain a North Dakota Class B Driver's License within one year of employment.
- First Aid/CPR Certification is required.

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### **Equipment Mechanic**

#### **Required Knowledge of:**

- Principles and practices of the automotive and mechanical trades.
- Diagnostic equipment and tools common to mechanic's work.
- Regulations and standards governing the maintenance of vehicles and equipment.
- Welding principles, techniques, and tools.
- Maintenance shop records and documentation.
- Basic facility maintenance principles and processes.

#### **Required Skill in:**

- Coordinating and performing a variety of skilled mechanic's functions.
- Assisting in ensuring the District's equipment and vehicles are maintained in safe working condition.
- Performing preventative maintenance in accordance with established schedules.
- Diagnosing mechanical issues and performing major and minor repairs.
- Maintaining accurate departmental records and documentation.
- Safely operating equipment and performing general facilities maintenance duties.

#### **Work Environment:**

- Work is performed in a maintenance shop environment and involves equipment operation, maneuvering under and over vehicles and equipment, and lifting of objects weighing up to 75 pounds.