



CLASSIFICATION DESCRIPTION

TITLE: SMALL ENGINE MECHANIC I **JOB CODE: 9 (Non-Exempt)**

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to perform intermediate skilled work on a variety of small engine equipment, mowers, and other specialized equipment; does related work as required. Employee performs complex work with independence, and more difficult work under guidance and supervision of the Mechanic Lead.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Repairs two and four cycle engines, mowers and other equipment
- Changes oil and lubricates mowers, tractors, and small equipment
- Greases fittings, checks bushings and rollers
- Repairs and replaces hydraulic components
- Diagnoses problems and repairs electrical systems; performs welding tasks
- Services include changing oil, air filters, fuel filters, fan belts, radiator hoses, and sparkplugs; inspects, adjusts and replaces necessary parts; tunes and adjusts engines.
- Maintains and calibrates shop tools, machinery and equipment; completes service orders to document parts and labor used in service and repair activities.
- Must be able to respond to emergency and after-hour calls on nights, weekends and holidays.
- Obtains oral and written quotes in the procurement process of parts, materials, and equipment according to City policies.

- Responsible for ensuring all work and activities are performed safely and in accordance with City policies.
- Completes all required paperwork to include work orders and monthly reports.
- Must function in severe weather conditions and have the ability to respond to hazardous/risky situations and perform mitigation efforts in emergencies.
- Trains and instructs other employees on the safety and proper use of various pieces of equipment and proper maintenance procedures.
- May perform as lead worker over a small group while working on, assigning, directing, and monitoring the work of the crews.
- May perform manual labor associated with construction and maintenance.
- May perform duties of a subordinate position.
- Tests the operation of vehicles and light trucks upon completion of repairs to ensure proper functioning and safe operating condition.
- Ensures the safe and proper operation of trades tools and power equipment; adheres to prescribed safety standards and regulatory requirements.
- Maintains current knowledge of trends and developments in the field for application to functional areas of responsibility.
- Coordinates, assists, instructs and reviews the work of entry level mechanics.
- Performs related duties as directed.
- Keeps maintenance shop neat and orderly and clear of debris
- Enters information into Fleet Management Software including detailed repair notes
- Must be able to navigate product support software, computer programs for work order maintenance
- Explains proper maintenance procedures to staff using the equipment
- Assists with maintenance and repair of vehicles and large equipment as needed

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by minimum of one (1) year of experience in repairing small engine, automotive, and power driven equipment. or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Class "B" Florida Commercial Driver's License preferred or the ability to obtain one within 6 months of hire date.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand, follow and direct written and oral instructions.
- Considerable knowledge of the assembly, maintenance and repair of a wide variety of general and special automotive gasoline and diesel driven equipment, e.g., automobiles, light and heavy trucks, mechanical equipment.
- Skill in inspecting, diagnosing and repairing routine to moderately complex mechanic problems of automotive motors and equipment.
- Skill in operating various automotive repair tools and diagnostic equipment, e.g., welding equipment, wheel balancing equipment, drill press, grinder, hydraulic press, battery charger, pressure cleaner.
- Considerable knowledge of the safe and proper use and care of manual and power hand tools and equipment utilized in the field.
- Considerable knowledge of the methods, materials, tools and standard practices of the automotive and light truck repair and maintenance trade.
- Considerable knowledge of the potential occupational hazards and safety precautions necessary for successful performance in the trade.
- Considerable knowledge of intermediate level mathematical computations, including addition, subtraction, division, multiplication, decimals, ratios and percentages.
- Ability to read, analyze and interpret technical procedures and safety rules, operating and maintenance instructions, and procedure manual.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, schematic or schedule form.
- Ability to establish and maintain effective working relationships and communications with co-workers and other City internal customers.
- Ability to detect by inspection any worn or broken automotive part

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects up to 100 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.

- While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles, toxic or caustic substances, excessive noise, and dampness/humidity. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.