

MECHANIC (PUBLIC WORKS)  
Position Summary

Classification: Non-Exempt  
Pay: \$23.75 hr  
Comprehensive Benefit Package  
Application due by: November 10, 2022  
Anticipated Hire Date: November 17, 2022  
Start Date: Negotiable

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**General Statement of Duties**

Performs general automotive, truck, and equipment maintenance and repair to maintain the vehicles and mechanical equipment for all City departments. When instructed, assists other Municipal Services Department functions and operations, including on-call duty.

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**Distinguishing Features of the Position**

This position requires flexibility in skill sets, job assignments, and applied time. This position is appointed by City Manager and reports to the Public Works Leadman.

Examples of work (illustrative only):

Infrastructure Maintenance:

- A. Performs department functions and operations, including but not limited to: street maintenance operations, snow removal; sanitary sewer maintenance operations; storm sewer maintenance operations; and street sweeping.
- B. Performs full-depth patching or pothole filling.

Equipment Operation:

- A. Knowledgeably operates all department-controlled equipment and vehicles.
- B. Operates backhoes, end loaders, dump trucks, graders, cement cutters, street sweepers, power wash/jets, and all other assigned equipment and vehicles.
- C. Periodically assists with the general repair and maintenance of all department-controlled equipment and vehicles.

Miscellaneous:

- A. Responsible for performing tree care and maintenance.
- B. Uses any or all safety equipment provided to complete assigned tasks.
- C. Maintains a friendly and helpful working relationship with co-workers, citizens, and public officials.
- D. Performs any and all other tasks as assigned.

Essential Duties and Responsibilities

- A. Performs general maintenance and repair on automobiles, light and heavy trucks, backhoes, loaders, and other automotive and mechanical equipment.
- B. Performs lubrication and other routine service work.
- C. Performs general maintenance work on the tools, equipment, and garage facilities as required to maintain a safe and efficient garage operation.
- D. Provides emergency field assistance to disabled equipment as needed and appropriate. Responds after hours and on weekends required.

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Required Knowledge, Skills, and Abilities:

- A. Knowledge of maintenance and safe operation of vehicles used by the Public Works Department.
- B. Ability and willingness to stay current with technological advances through employer-provided training and/or formal classes.
- C. Ability to use small tools, including power tools.
- D. A high school diploma or equivalent is required.
- E. Posses a valid commercial driver's license (CDL-B) with air brake endorsement, and a clean driving record is required.
- F. Ability to obtain a CPR, AED, and First Aid certificate within one year from the hire date.
- G. Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City.

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**Work Environment**

Working outside in the elements such as heat, cold, rain, and sun. Potential for high levels of pollen, dust, and other irritants typical with outdoor conditions and large maintenance garages.

Potential to work at night running snow plows during blizzard-like conditions. Standing, walking, working, and driving around or within moving traffic. Working in a maintenance shop with running equipment, loud noise, and hazardous or flammable chemicals.

Work in confined spaces, including but not limited to sanitary sewer lift stations, catch basins, utility holes, excavation sites, and water towers.

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**Physical Demands:**

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to use hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, talk or hear. The employee may be required to lift, pull and/or move 50 pounds for extended periods. Must occasionally lift, pull and/or move 100 pounds with mechanical and/or physical assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must be capable of periodic heavy stretching and pulling for extended periods of time.

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**Selection Guidelines**

Formal applications, rating of education and experience, interview, reference check, criminal history check, and driving record verification. Job-related tests may be required.

The duties listed above 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 from the position if the work is similar, related, or a logical assignment to the position.

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

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How to Apply

Visit <http://www.cityofwakefield.org/employment/> to download the Job Application and Background Check Form. The completed application and background form may be emailed to [clerk@cityofwakefieldmi.gov](mailto:clerk@cityofwakefieldmi.gov) or mailed to 509 Sunday Lake Street, Wakefield, MI 49968.

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Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.