

HAINES BOROUGH
POSITION DESCRIPTION

Mechanic-Operator I or II (DOE)
Public Facilities Dept.

SUMMARY:

The Mechanic-Operator works for the Public Facilities Department under the direct supervision of the Public Works Superintendent. The mechanic-operator maintains and repairs a wide variety of equipment, keeps the Superintendent advised of vehicle and equipment condition and is responsible for the operation of such equipment as required. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

1. Operate all Borough maintenance equipment as required including, but not limited to, backhoe, dozer, grader, trucks, and all hand tools under general supervision.
2. Exercise responsibility and safety in the care and use of Borough-owned heavy equipment, hand maintenance tools and supplies.
3. Perform labor and operate equipment in the installation and repair of water and sewer systems.
4. Perform labor and operate equipment for maintenance and construction of Townsite Service Area streets, roads, trails, cemeteries, parks system and port facilities.
5. Take responsibility for minor repair and routine maintenance of all Borough vehicles and equipment, under the direction of the Superintendent, keeping a maintenance control record card of each Borough vehicle.
6. Order parts and keep a working inventory of materials.
7. Perform welding and fabrication required within the Public Works Department.
8. Mount all accessories on equipment including small tractors.
9. Perform other tasks within the scope of Borough maintenance activities, as directed.

KNOWLEDGE AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must have experience and a sound knowledge of automotive and heavy equipment mechanics, including diesel engine systems, hydraulic systems, basic vehicle electrical systems, welding, and fabrication. Vocational/Technical certificate in auto and diesel mechanics is desired.
2. Must be able to establish and maintain cooperative relations with those contacted in the course of the work.
3. Must have the ability to engage in occasional conversation with the public in a manner that is polite and professional.

EMPLOYMENT STANDARDS:

1. High school graduate or general education degree (GED).
2. Must possess a valid Alaska Commercial Driver's license (CDL) or obtain one before employment begins.
3. Journeyman diesel mechanic and a minimum of two years experience in heavy-duty mechanics. Other combinations of experience and education may be considered and will determine whether position is a Mechanic-Operator I or II.
4. Must provide own personal tools for use on the job. This includes any tools used for repair and maintenance on automotive, heavy equipment and other machinery owned by the borough. (The employee will receive a tool allowance of \$40.00 per pay period.) Any specialized tools and heavy duty tools will be provided by the borough.
5. Must be in good general physical health.
6. Experience in the operation of heavy-duty equipment.
7. While performing the duties of this job, the employee is regularly required to sit; use hands to handle tools; operate heavy equipment; talk and hear. The employee frequently is required to reach with hands and arms, to stand, walk, climb, balance or crouch. The employee frequently will be required to move about to coordinate work.
8. The employee is required to operate a motor vehicle.
9. The employee must regularly lift and/or move up to fifty pounds and occasionally lift and/or move over fifty pounds.
10. The employee must have clear close, distance and color vision.
11. The noise level in the work environment is often high.
12. The employee is required to work in the out of doors on a regular basis in all types of weather conditions.