

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: EQUIPMENT MECHANIC/WELDER (Job Code 798).

GENERAL STATEMENT OF JOB

The Small Engine Mechanic/Welder, under direct supervision from the Fleet Administrator/Garage Coordinator is responsible for performing diagnosis and repairs on all the city's small engine equipment on a timely basis. Responsible to maintain and/or overhaul electrical and fuel systems, engines and drive line components. Knowledge in welding that is conducive in applications required of manufacture of structures, frameworks, minor repairs to city vehicles and other Public Works Department requirements as needed. Must be able to operate special tools (i.e., torches, plasma cutter, bead blaster MIG welder). Performs related work as required.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Perform diagnosis, repairs, and scheduled/unscheduled routine maintenance on all City equipment on a timely basis as directed by the Fleet Superintendent/Garage Coordinator.

Welding requirements are construction of framework for pontoon boats, city fleet vehicles, and all other equipment as required.

Complete a work order for assigned duties providing an accurate record of parts used, labor, and work performed and additional information as required.

Maintain a high level of working and technical knowledge by on-the-job training, technical bulletins, and on occasion, attending small engine equipment/welding technical classes and/or seminars.

Perform minor maintenance as required by supervisor, i.e., tire changing, oil and filter removal and installation, light bulb replacing, airing up tires, changing decals and stickers, changing air filters, balancing tires, vehicle cosmetic, etc. on fleet vehicles.

Maintain a safe and organized working area.

Security of tool chest, special tools and service truck tools.

Maintain tools, machinery and other apparatus used in the diagnosis and repairs of City equipment.

Ability to operate special tools (torches, plasma cutter, bead blaster, etc.)

Occasionally responsible for the purchase of parts and supplies.

Responsible for general maintenance, miscellaneous duties and cleaning of garage area when needed and directed by the Fleet superintendent/Garage Coordinator.

Pick up and deliver vehicles for warranty service, out-of-shop repairs, and parts pick-up on an as need basis.

Report all hazardous conditions, which might exist that would jeopardize the safety of employees and citizens.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; CDL class "B" license; minimum of three (3) years of practical experience in small engine repair. Must have a diploma or certification in welding and be proficient in the use of stick welding steel, MIG welding steel and aluminum, torch cutting and plasma arc cutting as required by the public works department. Certification in welding not a necessity at time of hiring, but the willingness to attend training classes and confirmation of successful course completion with certification in the first year of employment is imperative to maintain employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5 – 25 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments, and/or directions.

Language Ability: Requires the ability to read a variety of technical material relevant to small engine repair and welding that range from moderate to complex levels.

Intelligence: requires the ability to utilize principles of rational and influence systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

Manual Dexterity: Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments and backgrounds in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sound by ear).

Environmental Requirements: Tasks require frequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Has thorough knowledge of the standard practices and equipment of small engines and welding.

Has thorough knowledge of the occupational hazards and safety precautions associated with the trade.

Is able to diagnose problems and perform routine and complex maintenance and repairs on small engines.

Is skilled in the use of shop tools and equipment

Is skilled in troubleshooting defects in small engines.

Is able to prepare and maintain accurate records.

Is able to communicate effectively, orally and in writing.

Is able to read and interpret mechanical drawings, engine diagrams, and wiring schematics.

Is able to work effectively with other employees, superiors, suppliers and municipal administrators.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date