



**TITLE:** Mechanic - Small Engine

**STATUS OF EMPLOYMENT:** Full-time Year Round

**SALARY CLASSIFICATION:** Hourly - Grade 16

**BENEFITS:** Hourly Employee Benefit Package

**GENERAL STATEMENT OF DUTIES:**

This position performs diagnostics, service repairs and maintenance work on the Park District's fleet and equipment. Duties are diversified and require an extensive knowledge of mechanical/electrical repair procedures, and the use of judgment when analyzing facts and diagnosing problems. Responsible for providing excellent and consistent quality service through proper diagnosis, inspections, repairs, warranty/non-warranty evaluations, documentation, training staff and communication with staff and vendors.

**SUPERVISION RECEIVED:**

Reports directly to the Fleet Manager, or as assigned, to the Lead Mechanic, or other designated supervisor.

**SUPERVISION EXERCISED:**

May be called upon to provide work direction to technicians and seasonal maintenance employees.

**DUTIES AND RESPONSIBILITIES:**

Essential Functions:

1. Perform equipment and vehicle inspections and estimate the cost of various repairs as assigned. Performs annual equipment inspections.
2. Operates park maintenance and automotive equipment, tire changing equipment, pneumatic, and misc. shop equipment.
3. Diagnose electrical and mechanical issues with all types of 2-cycle, 4-cycle, electric/battery powered equipment and unleaded and diesel engines. Estimates cost of various repairs. Repair all assigned units correctly, safely, and efficiently.
4. Performs scheduled mechanical maintenance to equipment and vehicles. Change oil, replaces belts, lubricates moving parts, rotates tires, changes filters and hoses, checks fluid levels, tunes engines, repair brakes, clutches, installs needed parts etc.
5. Performs skilled mechanical maintenance and repairs to all assigned equipment and vehicles correctly, safely, and efficiently.
6. Replaces mechanical parts, engines, transmissions, adjusts carburetors, and performs other repairs to maintain proper operating condition.

7. Rewires ignition systems, lights, instrument panels, and performs other equipment electrical system repairs.
8. Field test equipment and vehicles to substantiate repairs. Responds to emergency calls to perform on-site repairs in the field.
9. Maintains districtwide shared tools and equipment in good working order.
10. Perform equipment and vehicle recovery as capable and assigned.
11. Make welding repairs on equipment, vehicles and structures as qualified and assigned. Performs metal design and fabrication using plasma cutters, welders, etc.
12. Creates and maintains records reflecting work performed, parts used, problems encountered, labor costs, and other required information.
13. Accurately capture all product information including serial number, model number and other required information for proper inventory.
14. Maintains parts inventory. May be assigned to solicit quotes for parts, materials, services and warranty repairs. Makes purchases and coordinates services, working within established budget and purchasing guidelines.
15. Provide budgetary recommendations for replacement equipment and vehicles.
16. Performs building and facility maintenance such as cleaning work areas, bathrooms, sweep floors, clear work benches, clean oil and grease spills, return tools and equipment to designated locations, etc. and perform building repairs to maintain a safe and efficient work environment.
17. Skillfully operate trucks, dump trucks, with or without air brakes and equipment trailers, tractors, mowers and various tools, equipment and machinery used in park maintenance and development functions.
18. Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment and surrounding area. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action and promptly notifying supervisory personnel. Participates in the safety and risk management programs of the Park District.
19. Notifies supervisor of key issues promptly and advises of work that needs to be done and progress of assigned jobs.

Other functions:

1. Assist the Lead Mechanic with their job duties as capable and assigned.
2. Perform all the duties of a Park Technician II, as needed.
3. Flexible schedule. Typically works Monday – Friday, 7am – 3:30pm. May be required to work evenings, weekends and holidays as needed.
4. Instructs/trains other technicians in the trade/skill or operation of a wide range of tools/equipment. Provides work direction, changes work assignments, and corrects work activity of other technicians and seasonal employees.
5. Continue toward self-improvement by participating in ongoing training, seminar/conference, and related coursework. Maintains current knowledge on 2-cycle, 4-cycle, electric/battery powered equipment, and unleaded and diesel engines.
6. Assists in special events and activities offered by the Park District.

7. Performs related duties as apparent or assigned.

**QUALIFICATIONS:**

1. Education:

- High School graduate or GED required. Specialized training and certifications in 2-cycle, 4-cycle, electric/battery powered outdoor equipment and/or ASE automotive mechanic preferred.

2. Experience:

- Minimum of three (3) years of experience performing electrical and mechanical repairs with all types of 2-cycle, 4-cycle, electric/battery powered equipment and/or automotive repairs.
- Experience operating trucks, dump trucks, with or without air brakes and equipment trailers, tractors, mowers and various tools, equipment and machinery used in park maintenance and development functions

3. Knowledge and abilities:

- Ability to diagnose electrical and mechanical issues with all types of 2-cycle, 4-cycle and electric/battery powered equipment **and vehicles**.
- Ability to read and interpret technical manuals and owner's manuals.
- Demonstrated competent mechanical aptitude and thorough understanding and knowledge of automotive and equipment repairs.
- Ability to perform a wide range of maintenance tasks, some of which include heavy manual labor, outdoors in all weather conditions.
- Knowledge of and ability to use shop tools and machinery typically used in automotive repair shops.
- Knowledge of and ability to use equipment and power tools typically used in park maintenance and construction.
- Knowledge of the hazards and safety precautions in loading, hauling, unloading heavy and unstable loads.
- Ability to work from ladders, scaffolds, and aerial lifts.
- Basic computer skills: ability to learn and operate various software programs such as Microsoft Word, Excel and fleet/database programs for researching, communicating, and documenting.
- Demonstrated ability to exhibit behaviors consistent with teamwork approach.
- Ability to work without close supervision and ability to make timely and effective decisions.
- Demonstrated initiative, creativity and exercise good judgement.
- Ability to communicate effectively orally and in writing.
- Ability to translate industry terminology into straightforward terms for explanatory and training purposes.
- Ability to work with individuals of various skill levels, from professional to unskilled.
- Ability to read and interpret written and oral plans, designs, and instructions.
- Ability to implement district's maintenance standards and operating procedures.

- Ability to resolve conflicts internally and with vendors.
- Demonstrate emotional intelligence to include self-awareness and accurate self-assessment, sensitivity and empathy, positive attitude, openness, reliability, trustworthiness and consistency.

#### 4. Licenses/ certifications

- State of Ohio Commercial Driver's License, Class A, or ability to obtain within twelve (12) months, with driving record in compliance with Park District's policies.
- First Aid and CPR certification required within first year of employment.
- Load Securement training within 1 year.
- Certification in 2-cycle, 4-cycle and/or electric/battery powered equipment repair and/or ASE automotive mechanic, welding preferred.

#### **Essential Physical Demands and Working Environment**

While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk, and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl. The employee may be exposed to high, precarious places. The employee must regularly lift and/or move up to 50 pounds and may occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; extreme outside weather conditions including temperature, humid and wet; fumes or airborne particles; and confined spaces. The noise level of the working environment may often be loud.

#### **CONDITIONS OF CONTINUED EMPLOYMENT:**

Must successfully complete a 180-day probationary period. Promoted employees must successfully complete a probationary period per the collective bargaining agreement.