



JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT/DIVISION:

Mechanic with Public Works Department - Motor Pool Division

POSITION LOCATION:

Saint Paul Island, Alaska

POSITION CLASSIFICATION AND HOURS:

Regular Appointment, Full-Time

JOB SUMMARY:

A Mechanic identifies and diagnoses defects of City equipment and vehicles and performs necessary repairs, including preventive maintenance.

This position works under the direct supervision of the Public Works Director or designee and may take functional direction from the Public Works Administrative Assistant. This is considered an entry level to intermediate position where work is performed according to established procedures with little variance from those procedures required.

This position involves extensive contact with department employees, other departments, the public, and external businesses, agencies, and organizations.

ESSENTIAL JOB FUNCTIONS:

The following are essential job functions of a Mechanic:

1. Locate and diagnose equipment and vehicle defects; perform necessary repairs and/or identify replacement parts.
2. Maintain repair cards/logs.
3. Monitor and perform preventive maintenance on equipment and vehicles.
4. Install special accessories and equipment.
5. Conduct safety inspections on equipment and vehicles.
6. Operate vehicles and equipment to move them about maintenance area.
7. Operate small hand and power tools and machines.
8. Move, load, and unload supplies, materials, tools, and equipment.
9. Maintain, secure, and ensure the safety, cleanliness and up-keep of all work areas, equipment, and tools in Motor Pool.
10. Inform equipment and vehicle operators of changes and repairs.
11. Prepare purchase requisitions for parts, tools and other supplies and equipment.
12. Participate in meetings as requested.
13. Perform other duties as assigned by the Public Works Director or designee.

QUALIFICATIONS:

1. Must be at least eighteen (18) years of age.
2. Must possess a valid Alaska Driver's License.
3. Must have a high school diploma or GED.
4. Vocational education graduate with an instructor recommendation preferred.
5. Automotive Service Excellence (ASE) Certification preferred.
6. At least five (5) years of hands-on experience automotive and/or heavy equipment mechanic experience.



7. 40-Hour HAZWOPER, or ability to obtain within one (1) year of hire.
8. Must be knowledgeable of gasoline and diesel engine fundamentals, computer-controlled electronics, electronic ignitions, ABS brake systems, and all other components of modern vehicles and heavy equipment.
9. Must have independent initiative.
10. Must be a team player.
11. Ability to communicate effectively with City personnel, the public and external contacts, whether on the telephone or in person.
12. Ability to lift and carry an excess of 70 pounds, including lumber, boxes, tools, or equipment.
13. Ability to record activities, conditions and comments on logs, work orders, reports, and other documentation.
14. Ability to interpret and comprehend manuals, memos, instructions, regulations, safety warnings, logs, charts, and other documents in handwritten and typed form. Interpret and comprehend equipment readings.
15. Must abide by the City of Saint Paul's alcohol and drug free workplace policies and submit to a pre-employment drug and alcohol test.
16. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 prior to employment with the City or have an approved medical or religious exemption.
17. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

WAGE AND BENEFITS:

The salary for this position ranges from \$22.25 to \$33.38 per hour, depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

DEADLINE:

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing a resume and Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact hr@stpaulak.com or at www.stpaulak.com.

Posted October 2, 2023