City of Bradenton
Job Descriptions

Job Title: Mechanic A

Date Prepared:	June 5, 2015
Department/Location:	Public Works & Utilities – Maintenance Division
FLSA Status:	Non-exempt
Bargaining Unit:	AFSCME
Classification:	Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency.
Schedule:	This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.
Supervision Exercised:	None
Supervision Received:	Supervisor and Crew Chief

General Purpose of the Position: Under limited supervision, the purpose of the position is to perform a wide range of skilled labor-intensive work in the maintenance and repair of mechanical equipment in City water treatment, wastewater treatment, distribution, collection, and reuse facilities. Employees in this classification function at journeyman level, and are accountable for ensuring the efficient and effective operation of facilities and equipment. Employee works with independence, however, confers with Supervisor and/or Superintendent in unusual or highly complex operational repairs or construction projects.

Essential Duties and Responsibilities:

- Performs routine to complex repairs, replacement tasks and construction projects to mechanical equipment for water treatment, wastewater treatment, distribution, collection, and reuse facilities.
- Cleans, inspects and maintains lift stations and water/wastewater facilities and equipment, e.g.; lubricates motors and equipment, replaces packing in pumps and valves, replaces wiring and bearings in motors and pumps.
- Performs routine preventative maintenance of mechanical collection and conveyance systems and electrical systems.
- Performs inspection of facilities and equipment to identify existing or potential problems; informs Supervisor and/or Superintendent of breakdown or obstruction.
- Operates a variety of hand and power tools for both electrical and mechanical repairs, e.g., air wrenches, air hammer, electric drill, saw, air compressor.
- Assists in the development and integration of policies and procedures for operational enhancement.
- Perform duties as assigned through work orders.
- Operate necessary equipment needed to accomplish daily job duties.
- Keep basic records; perform computer data entry.
- Perform other duties as assigned.

Skills and Physical Abilities Required:

- Knowledge of safe work techniques and practices used in mechanical repair and maintenance.
- General knowledge of electricity as related to mechanical equipment and facilities.
- Skill in inspecting machinery and mechanical equipment and to detect and identify apparatus malfunctions.
- Knowledge of all functions relevant to the operation of pumps.
- Ability to operate various hand held tools and repair equipment, e.g., wrenches, pipe fitting tools, power drill, grinder, band saw, ventilating blower, saws, air-compressors.
- Ability to operate various heavy equipment and machinery, e.g., utility vehicles, crane hoist, fork lift, back hoe.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to make independent judgments and decisions.
- Knowledge of materials used in the construction and maintenance of water and wastewater facilities, water distribution and wastewater collection systems.
- Ability to establish and maintain an effective working relationship with employees and the public.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work in close, confined spaces, walk, stand, stoop, kneel, crouch, or crawl, talk, hear, reach above shoulders, work overhead on ladders and platforms, use fingers and hands with dexterity, and feel and reach with hands and arms.
- Ability to lift up to 50 pounds and occasionally lift up to 80 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Equipment Used: Computer, cell phone, telephone, radio. Non-CDL vehicles and light equipment, pumps, power valve turner, trencher, generators, concrete saw, and miscellaneous hand tools including shovels, sledge hammers, wrenches, pipe cutters, ratchets, saws, etc.. If necessary and upon pre-approval by management, incumbent may operate CDL-class vehicles if properly licensed. Safety training and equipment are provided.

Education and Experience Required: Must possess a Florida state-approved Utilities Maintenance Level I Certification prior to assignment to position. High school diploma or GED equivalent. Vocational training/certification with major coursework in electrical, mechanical and/or plumbing; at least five (5) years prior experience in utilities maintenance and repair, with at least two (2) years prior experience as Mechanic B or equivalent in utilities maintenance and repair; or an equivalent combination of education, training, and experience. Good driving record and a valid Florida driver's license.

Environmental Conditions: Work is primarily performed outside in varying and extreme weather conditions for extended periods of time where employees are exposed to excessively loud noises from construction equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fumes, paint, chemicals and pesticides. Physical

effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time. Occasional exposure to slippery and/or uneven surfaces; heights above twenty (20) feet; below ground level, with feet, legs and/or hands in water. Occasional exposure to confined spaces. Subject to 24-hour call back for emergency conditions. Appropriate training and safety equipment will be provided for all conditions.

Commercial Driver License (CDL): A Commercial Driver License (CDL) is not required for this position. However, if necessary and upon pre-approval by management, incumbent may be assigned to operate CDL-class vehicles.

Pay Grade: 115 **Salary Range: Minimum:** $16.83/hour **Maximum:** $25.25/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Approved:
Department Director _____ **Date** 12-29-14

Human Resource ~~**Director**~~ Manager _____ **Date** 1/13/17
*Updated Dec 2015
**Updated Jun 2016