



City of Bradenton Job Descriptions

Job Title: SMALL ENGINE MECHANIC

Date Prepared:	November 3, 2004
Department/Location:	Public Works and Utilities – Public Works Section Landscape & Grounds 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:	Crew Chief and Supervisor

General Purpose of the Position: Under general supervision, performs skilled mechanical work in the repair and maintenance of diversified grounds keeping, park maintenance and light construction equipment. Removes and replaces worn and broken parts, and replacing fluids; diagnosing malfunctions in equipment; and maintaining records of work performed. Employee must exercise independent judgment and initiative in diagnosing problems with equipment and completing indicated repair work.

Essential Duties and Responsibilities:

- Diagnoses and trouble shoots operating malfunctions of machinery, tools and equipment.
- Dismantles engines and examines parts for defects.
- Replaces and/or repairs parts such as rings and bearings.
- Cleans and adjusts carburetors and magnetos.
- Replaces engines on machines, tools and equipment.
- Maintains records of service and repair work performed on machinery, tools and equipment.
- Perform other duties as assigned.

Skills and Physical Abilities Required:

- General knowledge of safe work techniques and practices used in construction and maintenance.
- 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 basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to make independent judgments and decisions appropriate to experience.
- Ability to quickly learn of materials used in the construction and maintenance of water and wastewater facilities, water distribution and wastewater collection systems.



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- 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: Operate power tools and a variety of hand tools such as screwdrivers, sockets, wrenches, etc., necessary to repair and maintain fractional horsepower gasoline engines used to power lawnmowers, weed eaters, edgers, and similar machines. Non-CDL vehicles and light equipment. If necessary and upon pre-approval by management, incumbent may operate CDL-class vehicles if properly licensed. Safety equipment is provided.

Education and Experience Required: High school diploma or GED equivalent. Good driving record and valid Florida driver's license.

Environmental Conditions: Work is primarily performed outside or open building bays 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: 108

Salary Range: Minimum: \$11.96/hour **Maximum:** \$17.94/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.



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Approved:

Department Director

John P. L...

Date 12-29-14

Human Resource Director

Manager
J. Beauchamp

Date 1/11/17

*Updated Jul 7, 2006

**Updated Mar 2014

***Updated Dec 2015

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