



## City of Irving Job Description

### Park Equipment Mechanic

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Parks & Recreation
<b>Job Code:</b>	30572	<b>Reports To (Job Title):</b>	Parks Supervisor

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#### PURPOSE

To perform skilled tasks in the maintenance, repair and servicing of park maintenance equipment.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Operate, inspect, maintain and service machinery and equipment, such as small engine and large mowing equipment.
- Work with department staff to diagnose and repair equipment.
- Develop a divisional “preventative maintenance” schedule for equipment and coordinates the preventative maintenance services.
- Order parts and supplies needed for repairs and maintain repair shop inventory.
- Deliver fuel to multiple park facilities.
- Measure fuel tanks and prepare daily fuel reports.
- Perform daily fuel tank system inspections.
- Work with Fuel Manager on fuel tank inventories and system repairs.
- Train employees on proper use, safety and maintenance of various grounds maintenance equipment.
- Make budget recommendations on equipment issues.
- Inventory and track all major equipment.
- Coordinate divisional “auction” efforts on retirement equipment.
- Perform additional and/or related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Assist in preparing equipment budget for division.
- Operate welding and cutting equipment.
- Serve as lead on special projects as they arise.
- Investigate equipment failures to determine if corrective actions are necessary.

#### SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 2-4 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Orders and tracks equipment repair parts, supplies and minor equipment, spending approximately \$40 - \$75,000 per year.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to completion of 12th grade, plus some vocational training in equipment repair work.

### **EXPERIENCE**

- Minimum of three (3) years of experience in servicing and repairing mowing equipment.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas driver's license, or the ability to obtain one, may be required.

### **KNOWLEDGE OF**

- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Maintenance Safety: Prudent and effective methods for handling hazardous materials, chemicals, and fuel spills with primary regard for safety.

### **SKILLS AND ABILITIES IN**

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Active Learning: Working with new material or information to grasp its implications.
- Problem Analysis (Troubleshooting): Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Self-Management: Working independently and without supervision.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **CONTACTS**

Vendors, Sales persons, coworkers and other departments.

## **EQUIPMENT AND PROPERTY**

This position utilizes general and specialized mechanic tools and various welding equipment, as well as operates City vehicles.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to balance, drive a vehicle, grasp, handle, feel, listen, push, pull, see, sit, stand, talk, and/or walk. Frequently, s/he is required to carry, climb, crawl, kneel, lift up to 100 pounds, smell, and/or stoop.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee frequently is exposed to a dirty environment, electrical hazards, and/or moving mechanical parts. The employee occasionally is exposed to a confining work space, strong odors, and/or toxic or caustic chemicals. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.