

City and Borough Sitka, Alaska

Class Specification

Class Title	Chief Heavy Equipment Mechanic
Class Code Number	5051
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	October 2017

General Statement of Duties

Supervises the operation of the municipal motor pool repair shop. Supervises other mechanics. Performs maintenance and repair on City and Borough owned vehicles and equipment; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to supervise the operation of the municipal motor pool and maintain vehicles and equipment in operable order. The work is performed under the direct supervision of the Maintenance and Operations Superintendent but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, suppliers, vendors, private mechanical shops and the public. The principal duties of this class are performed in both a mechanical garage and an outdoor environment that may involve adverse weather conditions and related hazards.

Examples of Essential Work (Illustrative Only)

- Plans, organizes and supervises the operation of the municipal motor pool;
- Performs general automotive and heavy equipment repair;
- Repairs and maintains diesel engines, brakes and suspension;
- Maintains and repairs heavy equipment and maintains regulatory compliance with discharge and recharge systems;
- Troubleshoots, diagnoses and make repairs to heavy equipment and automotive electrical systems;
- Performs tire repair and exchanges, including a yearly snow tire change;
- Maintains shop and work areas to ensure a safe and clean work environment;
- Fabricates, welds, modifies and installs specialized equipment using lathes, mills, air compressors and other mechanical equipment;
- Operates pressure washers, installs electrical and air lines, shop lights and other necessary systems and equipment;
- Removes, installs, repairs and maintains transmissions and differentials;

- Repairs and maintains heavy equipment such as bulldozers, road graders and backhoes and small engines, pumps, compressors, chain saws, etc.;
- Provides technical assistance to other City and Borough personnel in diagnosing problems and recommending solutions;
- Completes work orders, price lists and parts orders and supplies information to supervisor;
- Maintains and updates computer based fleet maintenance and equipment maintenance records;
- Performs snow removal and other duties of Heavy Equipment Operators as assigned;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains employees in more complex mechanical processes and procedures;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the methods, materials, tools and standard practices of the automotive mechanic's trade, with particular reference to heavy duty maintenance and construction equipment;
- Thorough knowledge of the operating and maintenance requirements of heavy duty construction and maintenance equipment;
- Thorough knowledge of servicing and repair of air brakes and air systems;
- Thorough knowledge of heavy equipment and automotive repair and maintenance safety principles and practices including the use of air powered equipment, lifts and hoists;
- Thorough knowledge of heavy equipment hydraulic system operation and maintenance;
- Thorough knowledge of automotive electrical system;
- Good knowledge of mechanical engineering principles and practices;
- Skill in operating mechanical tools for heavy equipment and automotive repair;
- Ability to replace heavy equipment and automotive engines, electrical systems, hoses and belts and specialty parts;
- Ability to inspect heavy equipment and vehicles for common maintenance problems and monitor fluid levels;
- Ability to operate air powered wrenches and tire break-down equipment;
- Ability to perform engine tune-ups including computerized control systems;
- Ability to train employees in more technical mechanical applications and processes;
- Ability to use welders, lathes, mills, drill presses and other machining tools to fabricate tools, equipment and other specialty products;
- Ability to read and comprehend heavy equipment and automotive maintenance and repair manuals;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- At least 5 years experience as a lead heavy duty mechanic or motor pool shop supervisor; and
- Graduation from high school or possession of a GED, preferably supplemented by additional vocational education and training in heavy equipment and automotive maintenance and repair; and
- Considerable experience in heavy equipment and automotive maintenance, fabrication and repair; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a Commercial Driver's License issued by the State of Alaska;
- Ability to obtain a first aid and a CPR certification within six (6) months of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to diagnosis engine problems, fabricate equipment and specialty products and relay maintenance needs to customers;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect heavy equipment and automotive parts, fluid levels, equipment operation and make necessary repairs;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a variety to automotive shop tools including welders, torches, drill presses, hand and power wrenches, screwdrivers, and specialized equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work under vehicles, in confined spaces and handles, removes and replaces both large and small parts for repair and maintenance.

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