IVINS CITY JOB DESCRIPTION
FLEET MECHANIC / BUILDING MAINTENANCE / PARKS WORKER

DEPARTMENT:	PARKS & RECREATION	FLSA: NON-EXEMPT
DIVISION:	PARKS	REVISED: May 2014

GENERAL PURPOSE:
Performs journeyman level mechanical repair, tune-ups and maintenance on light and heavy automotive and other mechanical equipment, including work on both gasoline and diesel engines. Also performs building maintenance on various city buildings and mechanical equipment as necessary. May also perform some park maintenance and/or irrigation system maintenance and repairs.

SUPERVISION RECEIVED:
Works under the direct supervision of the Parks and Recreation Director and under the general supervision of other Department Heads for whom fleet maintenance or building maintenance is performed.

SUPERVISION EXERCISED:
None. This is not a supervisory position.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Perform skilled mechanical work in repair, maintenance, and overhaul of a wide variety of both light and heavy vehicles, construction equipment and parks equipment.
2. Repair and service automobiles and light trucks, including major engine overhauls, adjustment of computer command controls, electronic ignitions, brakes, clutches, diesel engines, and transmissions.
3. Tune engines using sophisticated computer testing equipment; perform adjustments or replace defective parts as required.
4. Perform safety inspections for light vehicles, motorcycles and heavy vehicles.
5. Maintain standard shop records, such as labor time, completed repairs, and parts/materials used for work orders.
6. Diagnose vehicle and building equipment malfunctions to determine the most effective and economical means of repair; make decisions of what repairs will be made and complete or arrange for all required work to achieve proper performance.
7. Perform preventive maintenance for all City equipment and vehicles, such as lubrication, oil changes, and minor repairs as needed.
8. Up-fit various vehicles (police, fire, utility) that require extensive electrical and computer software knowledge and procedures.
9. Read, diagnose, and comprehend diagnostic tools.
10. Assist Parks with irrigation systems and/or park maintenance as needed.
11. Performs other duties as required.

QUALIFICATIONS:

Special Qualifications:

1. Must have a valid Utah Driver License; CDL license preferred.
2. Degree or certificate in Auto Mechanics or Journeyman Mechanic.
3. State safety inspection certification for light automobiles/motorcycles.
4. State safety inspection certification for heavy vehicles, or obtain within 6 months of hire.
5. Own tools preferred.

Education and Experience:

1. High School education or equivalent.
2. Five (5) years of vocational experience/training as a mechanic.
3. Three (3) years of experience in building maintenance and mechanical repair.
4. Two (2) years of experience/training related to parks maintenance and/or irrigation systems.

Knowledge:

1. Mechanical – Knowledge of machines and tools needed to perform essential functions, including their designs, uses, repair, and maintenance.
2. Computers/Office Machines – Knowledge of proper use of diagnostic computer, office computers and other office machines.
3. Math – Knowledge of arithmetic, algebra, geometry, and their applications.
4. English – Knowledge of the English language.

Skills:

1. Equipment Selection – Determining the appropriate tools and equipment needed to do a job.
2. Equipment Maintenance – Performing mechanical repairs, tune-ups and maintenance on light and heavy automotive and other mechanical equipment, including work on both gasoline and diesel engines. Also performs diagnosis/repair of building mechanical equipment as necessary.
3. Time Management – Managing one's own time and the time of others efficiently.
4. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
5. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
6. Speaking – Talking to others to convey information effectively.

Abilities:

1. General – Talking, hearing and seeing are essential to the performance of the job; common eye, hand, finger dexterity are also required.
2. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
3. Manual Dexterity – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
4. Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects.
5. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms and/or legs.
6. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
7. Number Facility – The ability to add, subtract, multiply, or divide quickly and correctly.
8. Visualization – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

9. Depth Perception – The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
10. Near Vision – The ability to see details at close range (within a few feet of the observer).
11. Far Vision – The ability to see details at a distance.

WORKING CONDITIONS:

1. Moderate to heavy physical activity; requires frequent walking, standing, digging, stooping, bending sitting, and/or reaching; lifting, pushing and/or pulling of moderate weights, occasionally over 100 pounds.
2. Some work outdoors in desert climate.
3. Moderate exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

PROPOSED SALARY RANGE FOR FLEET MECHANIC

Fleet Mechanic

2014 State Market Data:

Low	Average	High	Spread
34,777	43,891	54,776	29%

2014 Proposed Salary Range based on State Market Data:

Low	Midpoint	High	Spread
34,090	43,891	53,693	29%

Entity	MECHANIC, JOURN	Rg Min	Rg Mid	Rg Max	Act Min	Act Max	Act Avg	Updated
UINTAH COUNTY	NO MATCH							
CEDAR CITY	EQUIPMENT MECH	35,732.00	42,939.00	50,146.00	35,732.00	50,146.00	0.00	02/18/2014
CLEARFIELD	JOURNEY MECHAN	32,115.00	40,144.00	48,173.00	0.00	0.00	0.00	09/27/2013
WASHINGTON COUI	Fleet & Heavy Equip	34,777.00	40,830.00	46,883.00	34,777.00	34,777.00	34,777.00	04/18/2013
SOUTH SALT LAKE	MECHANIC (JOURN	32,904.00	43,890.00	54,876.00	33,888.00	37,368.00	35,628.00	07/25/2013
UINTAH COUNTY RE	Maintenance Mecha	30,680.00	36,826.50	42,973.00	33,862.00	42,328.00	38,095.00	02/26/2012
TOOELE	MECHANIC II	33,239.74	41,484.39	49,729.04	39,255.33	39,255.33	39,255.33	12/22/2012
WASHINGTON CITY	JOURNEY MECHAN	34,686.00	43,358.00	52,030.00	38,137.00	44,235.00	40,170.00	01/21/2014
BRIGHAM CITY	AUTOMOTIVE MEC	35,509.00	41,776.00	48,043.00	40,504.00	41,991.00	41,248.00	07/29/2013
TOOELE COUNTY	Mechanic	40,721.00	45,201.00	49,681.00	41,321.00	41,321.00	41,321.00	02/06/2013
NORTH OGDEN	Mechanic, Journey	39,539.00	50,893.50	62,248.00	41,446.00	41,446.00	41,446.00	11/29/2012
HEBER CITY	MECHANIC	39,062.00	47,049.50	55,037.00	41,787.00	41,787.00	41,787.00	02/13/2014
PAYSON	MECHANIC	34,602.00	39,138.50	43,675.00	40,334.00	45,555.00	41,936.00	11/23/2012
ST. GEORGE	FLEET MECHANIC	35,052.00	39,433.50	43,815.00	38,732.00	43,815.00	42,201.00	01/03/2014
SMITHFIELD	Mechanic	32,250.00	37,940.00	43,630.00	44,001.00	44,001.00	44,001.00	12/03/2013
MILLARD COUNTY	SHOP MECHANIC	34,675.00	41,314.00	47,953.00	34,675.00	47,953.00	44,301.00	04/07/2014
MIDVALE	Shop Foreman	36,114.00	47,320.00	58,526.00	45,720.00	45,720.00	45,720.00	04/22/2014
CARBON COUNTY	Mechanics	46,488.00	48,453.50	50,419.00	0.00	0.00	48,453.00	01/02/2014
KAYSVILLE	Mechanic	35,769.36	45,276.45	54,783.54	44,574.00	53,187.90	48,880.44	01/04/2013
JUAB COUNTY	HEAVY EQUIPMEN	38,584.00	47,403.00	56,222.00	48,942.00	48,942.00	48,942.00	03/06/2014
NORTH SALT LAKE	MECHANIC II (P.W.	36,667.00	45,273.50	53,880.00	49,899.00	49,899.00	49,899.00	03/12/2014
SPRINGVILLE	MECHANIC	40,974.69	49,663.72	58,352.75	42,204.87	58,927.44	50,565.65	10/09/2013
CLINTON	MECHANIC	39,395.00	48,391.00	57,387.00	53,019.00	53,019.00	53,019.00	10/09/2013
DUCHESNE COUNTY	Road Department M	53,456.00	53,456.00	53,456.00	53,456.00	56,097.00	54,776.00	03/27/2014

High	Low	Average
54,776.00	**34,777.00**	**43,891.50**
1.58	**0.575063979**	**28.75%**

Computed Salary Range

LOW	MID	HIGH
$34,089.64	**$43,891.50**	**$53,693.36**