

City of Lake City, FL

Classification Description

Classification Title: SMALL ENGINE MECHANIC
Department: PUBLIC WORKS

Pay Grade: ~~6~~-1
FLSA Status: Non-Exempt

General Description

This is skilled work in the diagnoses, adjust, repair or overhaul of small engines used to power lawn mowers, chainsaws and related equipment. Work is performed under the general supervision of the Public Works Director.

Nature of Work

Essential Functions:

- Performs repairs and maintenance on gasoline engines used to power equipment such as portable saws, lawn mowers, generators, and compressors.
- Performs routine maintenance such as cleaning and oiling parts, honing cylinders, and turning ignition systems.
- Tests and inspects engines to determine malfunctions, to locate missing and broken parts, and to verify repairs using diagnostic instruments.
- Adjusts points, valves, carburetors, distributors, and spark plug gaps using feeler gauges.
- Responsible for sharpening all types of mower and chainsaw blades.
- Responsible for issuing equipment such as: mowers, blowers, edger's, chainsaws, weed eaters, etc. to crews throughout the day.
- Maintains inventory records on repairs made, parts ordered, and parts inventory and all small engine equipment in stock and issued.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses or repairs small/light equipment, such as power tools and landscaping equipment. Uses or repairs medium equipment and machinery, chainsaws or commercial mowers, etc.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies,

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be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of construction, assembly, adjustment and maintenance of a wide variety of power tools, mowers and landscaping equipment;
- Knowledge of all types of shop tools;
- Ability to follow directions and have a mechanical aptitude;
- Ability to repair gas and diesel motors and pumps;
- Ability to diagnose the defects of worn or broken parts on engines;
- Ability to troubleshoot, diagnose, and repair equipment with accuracy and speed;
- Ability to create effective working relationships with employees, communicate both verbally and in writing.
- Ability to maintain written equipment maintenance records;
- Skill in applying methods and techniques in the use of lawn equipment repairs.

Minimum Qualifications: Must be a high school graduate or possess a General Equivalency Diploma (GED) and have at least two (2) years' work experience in the operation and repair of small equipment. Must possess Small Engine Repair Certification and a valid Class "B" Commercial Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Heavy (45 pounds and over) lifting and carrying
- Reaching
- Climbing
- Distinguish Colors
- Pulling
- Pushing
- Walking
- Standing
- Crawling
- Kneeling
- Bending
- Balancing
- Stooping
- Driving
- Equipment Operation

Environmental Conditions:

- Works inside
- Works outside in various weather conditions with: noise, dust, fumes, grease, or oils, electrical energy

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- Works on slippery surfaces
- Works with moving objects or vehicles

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature