



Job Title:	Mechanic		
Department/Group:	Central Services	Supervisor:	Public Works Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:		Position Type:	Part Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Sanitation Mechanic Attention: Recruiting or Human Resources Department		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
ROLE AND RESPONSIBILITIES Under the limited supervision of the Community Services Director, the Mechanic is responsible for maintaining City vehicles and equipment. <ul style="list-style-type: none"> • Attending work as scheduled. • Examine vehicles to determine extent of damage or malfunctions. • Test drive vehicles, and test components and systems, using equipment such as infrared engine analyzers, compression gauges, and computerized diagnostic devices. • Repair, reline, replace, and adjust brakes. • Review work orders and discuss work with supervisors. • Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas. • Plan work procedures, using charts, technical manuals, and experience. • Test and adjust repaired systems to meet manufacturers' performance specifications. • Confer with staff to obtain descriptions of vehicle problems, and to discuss work to be performed and/or future repair requirements. • Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups. • Disassemble units and inspect parts for wear, using micrometers, calipers, and gauges. • Other duties as assigned. • Performing General Physical Activities – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. • Repairing and Maintaining Mechanical Equipment — Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles. • Making Decisions and Solving Problems — analyzing information and evaluating results to choose the best solution and solve problems. • Getting Information — observing, receiving, and otherwise obtaining information from all relevant sources. 			



- Identifying Objects, Actions, and Events — identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.
- Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Operating Vehicles, Mechanized Devices, or Equipment — Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data
- Handling and Moving Objects – Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Operating Vehicles, Mechanized Devices, or Equipment - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, riding lawnmowers, etc.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Monitor Processes, Materials, or Surroundings – Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Skill in operation of heavy equipment, power tools and small hand tools. Demonstrated ability to perform job duties listed, either through related experience or specialized course work. A high school diploma or GED required. Previous experience preferred.

Individuals working primarily in stormwater will be required to obtain a Class “C” (stormwater Field Technician) within one year or as school schedule permits. The applicant must possess valid Florida Commercial Drivers License.

PREFERRED SKILLS

Knowledge

- Mechanical – Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Abilities

- Oral Expression and Comprehension – The ability to communicate information and ideas in speaking so others will understand and the ability to listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity — the ability to tell when something is wrong or is likely to go wrong. It does not



involve solving the problem, only recognizing there is a problem.

- Deductive Reasoning — the ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- 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.
- Control Precision — the ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Speech Clarity – The ability to speak clearly so others can understand you.
- Static Strength – The ability to exert maximum muscle force to lift, push, pull or carry objects over 25 lbs.

ADDITIONAL NOTES

[Type any additional notes if needed.]

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	