

ORDINANCE NO. 1361

AN ORDINANCE ADOPTING A REVISED JOB DESCRIPTION FOR THE POSITION OF MECHANIC IN THE DEPARTMENT OF PUBLIC WORKS OF THE CITY OF COLUMBUS, KANSAS, PROVIDING

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF COLUMBUS, KANSAS:**

**SECTION 1.** The revised job description for Mechanic in the Department of Public Works reflecting the City's experience, education, skill and license requirements is hereby adopted.

**SECTION 2.** All ordinances, resolutions or policies or parts thereof in conflict herewith are hereby expressly repealed insofar as they conflict herewith.

**SECTION 3.** This ordinance shall take effect and be in force from and after passage and publication in the official city newspaper.

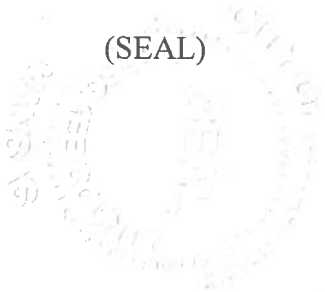
**PASSED and APPROVED** by the Governing body this <sup>5<sup>th</sup></sup> day of October 2015.

  
MAYOR

ATTEST:

  
CITY CLERK

(SEAL)



**City of Columbus, Kansas**  
**Job Description**

**Job Title:** Mechanic

**Department:** Public Works

**Classification Range:** 13

**Reports to:** City Superintendent, Public Works Foreman

**Supervises:** N/A

Under the supervision of the Foreman and Superintendent, the Mechanic performs skilled preventative maintenance and mechanical and repair work on city vehicles and heavy equipment as well as small engine repairs. The position is responsible for providing routine maintenance (oil changes, tire rotations, tune-ups, etc.) to repair automotive and heavy equipment as identified by field staff, to identify and supervise contract repair work as required, and to develop preventative maintenance programs for vehicles and equipment and perform services. This employee should possess strong mechanical and technical aptitude and effective communication and public relations skills.

**Essential Functions**

- Repairs and performs preventive maintenance on equipment and vehicles;
- Repairs power tools, generators, pumps;
- Repairs engines, vehicle systems (electrical, cooling, brakes, etc.);
- Orders and replaces parts as needed after approval by City Superintendent;
- Recommends and identifies contracted services for service and/or repairs beyond scope of city repair equipment;
- Develops and maintains vehicle maintenance logs;
- Develops and oversees preventative maintenance plans for vehicles and equipment;
- Cleans and maintains the shop area and is accountable for inventory of tools;
- Responds to service calls in the field;
- Recommends purchases of new tools, supplies and equipment;
- Works with other department personnel to implement vehicle care and maintenance guidelines; and
- Performs other duties as assigned.

**Experience and Qualifications**

- One to three years of vehicle and equipment maintenance experience including diesel;
- High school diploma or GED;
- A degree from a VoTech School in Automotive Mechanics, Engine and Transmission repair certification or similar documented training or 5 years or more experience repairing and maintaining a fleet of heavy equipment, trucks and other vehicles;
- Ability to lift and carry a minimum of 75 pounds of weight;
- Ability to bend, stoop, crawl and spend lengthy time on their feet;
- Must possess or be able to acquire within 30 days of hire a valid Kansas Driver License;
- and

Must possess or be able to acquire within 6 months of hire a Commercial Driver License (CDL).

### **Skills**

Working knowledge of all equipment maintenance and repair, mechanics, electrical, hydraulic, air conditioning systems, brake systems, engine repair;

Ability to use tools and diagnostic equipment common to the trade of automotive mechanics and equipment repair;

Ability to understand and anticipate mechanical problems;

Ability to interpret written instructions, service manuals, schematics, diagrams and reports and department policies; and

Ability to make independent decisions in problem solving situations of repairs and daily duties.