

Job Posting  
**Utility Maintenance Mechanic/Shop Attendant**

Department: Public Services	Pay Grade: 10
Reports to: Director, Public Works	Hiring Pay Range: \$28,089 - \$35,112
FLSA: Non-Exempt (hourly)	Deadline to Apply: Open Until Filled

Distinguishing Features of the Position

An employee in this position is responsible for performing inventory control, small engine repair, welding, carpentry, and any other essential tasks needed to provide back-up for our utilities division of the Public Works Department. In addition, this person will be responsible for maintaining a user's log of equipment checked out and returned in a timely manner. Responsible for maintaining proper levels of inventory and any other tasks deemed necessary by the Public Works Director.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Working knowledge of techniques for small engine repair and maintenance.
- Working knowledge and ability to weld as needed by the utilities division.
- Working knowledge of construction techniques in order to build necessary structures as needed.
- Working knowledge of standard operating practices involved in everyday modern office operation and in serving the public.
- Working knowledge of the application of information technology used in inventory control and work order system maintenance.
- Skills in collaborative conflict resolution and customer contact.
- Ability to communicate effectively in oral and written forms.
- Ability to perform data entry with accuracy.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, reaching, standing, lifting, walking, fingering, grasping, feeling, talking, hearing and repetitive motions. Must be able to constantly to lift, carry, push, pull, or otherwise move objects exerting up to 10 pounds of force frequently. Must possess the visual acuity to prepare data and statistics, work with accounting processes, operate a computer terminal, and make visual inspections.

Desirable Education and Experience

Graduation from high school and some experience in small engine service work, some experience with welding and carpentry work, and work using a computer, preferably with some type of inventory control system; or an equivalent combination of education and experience. This position requires a class A CDL.

All applicants subject to pre-employment criminal background and drug screen. EOE. eVerify Employer.

Post Date: 13 September 2019