



City of New Brighton, Minnesota Position Job Description

Position Title:	<i>Mechanic Crew Chief</i>
Department / Location:	<i>Public Works/Garage Maintenance Facility</i>
Immediate Supervisor:	<i>PW Superintendent</i>
Grade Level:	<i>Mechanic Crew Chief</i>
Position & FLSA Status:	<i>Full Time/Nonexempt</i>
Date of Latest Revision:	<i>February 2019</i>

Position Summary:

Plan, direct, supervise and assist in the preventative maintenance and repairs of the City's fleet. Oversee and perform the set-up / installation, and required conversions on all City motorized vehicles, equipment and specialized equipment; coordinate procurement of parts and fuels; and maintain various operational records documenting equipment, vehicles, inventory and services provided.

Essential Accountabilities and Expected Outcomes

- 1) Oversees and performs repair and preventative maintenance; set-ups, installations and conversions on all City vehicles, equipment and specialized equipment.
 - Work is planned and completed with consistent quality and timeliness that minimizes down time and delays on scheduled projects and activities of the department.
 - Other mechanic's work is done in a manner that is reflective of City's mission and values.
 - Diagnostic skills and practical maintenance solutions reduce the need for the use of outside service vendors except for the most major work that cannot be done in the City shop.
 - Operators get good instruction on operating equipment, for helping to maintain vehicles and equipment in top condition, and can rely on the equipment to be safe and operable if instructions are followed.
- 2) Coordinates the procurement of parts and fuels and maintains current records required for effective inventory control.
 - Parts and services are shopped among quality vendors for the best prices and inventories are managed accordingly.
 - Inventory records are complete, accurate and current.
 - Superintendent is knowledgeable about fleet replacement plan due to input from Mechanic Crew Chief.
- 3) Maintains the maintenance shop area in an orderly and safe condition.
 - Maintenance equipment, tools and any hazardous materials are kept and/or secured to minimize loss or hazards.
- 4) Performs miscellaneous repairs at other City sites as scheduled or requested.
 - Response and repair is prompt and work is completed with as little disruption as possible.

- 5) Performs job responsibilities of the Public Works Maintenance Worker classification including sewer, water, and street maintenance functions as scheduled or assigned.
 - Sewer, water and street maintenance activities, especially of an immediate or emergency nature, are completed as assigned.
 - Heavy equipment is operated skillfully and safely.
- 6) Performs snow/ice removal activities from City streets, alleys, City parking lots, and sidewalks.
 - Plow snow from streets, alleys, city parking lots and sidewalks.
 - Properly apply salt and sand to City streets to ensure safe passage for motorists.
- 7) Assists all departments with the purchasing of fleet and non-fleet equipment.
- 8) Performs other job related responsibilities as apparent or directed.

Competencies Common to All Positions:

Developing and maintaining a thorough working knowledge of all department and applicable City policies and procedures in order to help facilitate compliance with such policies and procedures by all personnel.

Demonstrating by personal example the service excellence and integrity expected from all staff.

Developing respectful and cooperative relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping the immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which accountable.

Representing the City in a professional manner to the general public and other outside contacts / constituencies in a manner that helps maintain and enhance New Brighton's reputation as a well managed City.

City of New Brighton Core Values that are Common to All Positions:

Represent and model the following established City of New Brighton Values:

- Respect for Residents, Businesses, and Visitors
- Effective Communication with Residents of New Brighton
- Promote a Healthy Business Climate
- Understand Our Past as we invest in the Future
- Recognize the Importance of Working with Neighboring Communities
- Provide for the Safety and Security of the Community
- Accountability and Integrity in Service Delivery

Typical Working Environment:

Work is typically performed in the City's maintenance shop in and around the recognized hazards of moving equipment, fumes, chemicals and also outside throughout all seasons when performing similar responsibilities to the Public Works Maintenance Worker classification. There are temperature fluctuations in both work environments.

Typical Physical Requirements for This Position:

Strength, stamina and agility to perform heavy manual labor, occasionally under adverse seasonal conditions.

Selection Criteria to Qualify for This Position:

- High School Diploma and/or G.E.D.-
- Two year's of Mechanic Related Vocational Schooling -
- Minimum of Two Years Experiences as a Mechanic-
- Responsible for maintaining any required licenses or certifications that are deemed necessary by the City of New Brighton.
- Possesses a Master ASE Auto or Truck Technician Certificate or can obtain the certification within two years.
- Must be a State-licensed commercial vehicle inspector or able to obtain license within six months of hire.
- Must have a valid Class B commercial driver's license with air brake and tanker endorsements or within six months of hire.
- Such alternatives to the above qualifications that the City may find appropriate and/or acceptable.

Desirable Criteria for This Position:

- Machining experience, operating a lathe and milling equipment.
- Welding experience, steel and aluminum.
- Fabrication experience, brake, tubing bender, iron work, cutting torches, and plasma cutter.
- Experience with fluid dynamics and electrical diagnostics
- Heavy equipment operating experience

Employee Initials and Date: _____

Supervisor and / or Department Head Initials and Date: _____

Assistant City Manager Initials and Date: _____