

# CITY OF KETCHUM

## JOB DESCRIPTION

**JOB TITLE:** Sr. Mechanic/Operator  
**DEPARTMENT:** Streets and Facilities

**DATE LAST REVISED:** 3-7-22

### JOB SUMMARY

Responsible for timely repair and maintenance of all equipment. Responsible for all shop activities, parts, maintenance records and work scheduling. Works safely under the supervision of the Supervisor or department Director. Each employee is expected to work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity.

### DUTIES AND RESPONSIBILITIES

#### *Essential*

- Provides work leadership in the shop (i.e., trains, schedules, helps supervisor enforce policies and procedures, checks work, etc.)
- Works with supervisor to schedule equipment maintenance and repairs
- Responsible for ordering all shop consumable products and equipment parts
- Responsible for the record keeping of all shop activities and equipment maintenance
- Oversees safety of working environment and employee practices for shop related activities
- Performs mechanic/heavy equipment operator duties
- Performs after-hours "on call" duties for sander operations or other emergencies
- Ability to communicate well with the crew and public
- Ability to complete routine maintenance (i.e., greasing, checking fluids, tires, etc.)
- Performs routine inspections on Class A trucks and keeps them to D.O.T standards
- Works on city streetlights and other electrical/mechanical systems

#### *Additional*

- Self-motivated to complete tasks
- Performs other duties as assigned or needed

### QUALIFICATIONS

#### *Essential*

- Six years experience in major repair of various gas- and diesel-powered construction and automotive vehicles or equivalent mix of education and experience with emphasis on above essential duties
- Proven leadership ability
- Physically and mentally perform duties listed above (i.e., bending, stooping, reaching, pushing, pulling, climbing, running, walking, standing, kneeling, crawling, lifting up to 75lbs, grasping, seeing, communicating, etc.)
- Current valid Idaho class "A" Commercial Drivers License
- Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering incumbent or other employees

#### *Additional*

- Ability to work outdoors in all weather conditions.
- Vibration and noise are present in the work conditions
- Ability to perform strenuous labor (lifting 75 lbs., etc.)

### MACHINES OPERATED

- Various pieces of heavy equipment (i.e., grader, sweeper, sander, loader, snowplow and dozer)
- Trucks and trailers