



CITY OF SAINT PETER, MINNESOTA

Now Hiring!

## **(PT) MECHANIC ASSISTANT**

Starting at \$19.47-\$23.08 per hour! Health insurance, retirement benefits, paid holidays, daytime schedule, great people to work with!

Minimum qualifications include: high school diploma or equivalent; completion of technical school program in mechanics or equivalent course work; one year demonstrated experience as a mechanic; possession of valid driver's license; possession of American Heart Association Certification as a Basic Rescuer for cardiopulmonary resuscitation and emergency cardiac care within six months of employment.

Desired qualifications include: possession of a valid Minnesota Class A Driver's License with Air Brake Endorsement and Tanker Endorsement; demonstrated truck driving and equipment operation experience; current Minnesota Department of Transportation Vehicle Certification; demonstrated knowledge of practices, methods, tools, and materials used in maintenance and repair of vehicles and equipment; demonstrated knowledge of operating characteristics of internal combustion engines and mechanical components; demonstrated knowledge and experience in repair and maintenance of diesel and gasoline engines; demonstrated knowledge and experience in use of computer-based engine diagnostic equipment; demonstrated knowledge and experience in personal computer use; demonstrated knowledge and experience in pump maintenance; demonstrated knowledge of operating characteristics and servicing of heavy trucks and other equipment; demonstrated knowledge of traffic laws and regulations governing truck and equipment operation; demonstrated knowledge of OSHA regulations and safety precautions of the trade.

**NOTICE:** The successful candidate must complete and pass a pre-employment physical and drug test and is subject to post-accident, random, reasonable suspicion, return to duty, and follow-up drug and alcohol testing required by federal regulations.

Salary range is \$19.47- \$23.08 per hour. Applicants are required to complete a City of Saint Peter application form available in the City Administrator's Office, 227 South Front Street, Saint Peter, Minnesota 56082-2538, by calling (507) 934-0663 or [www.saintpetermn.gov/365/employment](http://www.saintpetermn.gov/365/employment). Applications accepted until filled. Faxed applications will not be accepted. AA/EOE

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 200

**POSITION TITLE:** MECHANIC ASSISTANT

**DEPARTMENT:** PUBLIC WORKS

**SUPERVISOR:** MECHANIC

**OVERVIEW OF POSITION:**

Under general supervision, the Mechanic Assistant performs a variety of maintenance and repair work on City vehicles and equipment.

**ESSENTIAL JOB FUNCTIONS:**

- Performs a variety of maintenance and repair work on City vehicles, equipment, and generators; performs maintenance and repair work on gasoline and diesel engines, transmissions, differentials, suspension systems, chassis, cooling systems, fuel systems, electrical systems, brakes, and hydraulic systems; performs major tune-ups using appropriate testing equipment; diagnoses and solves repair problems; operates welding equipment; operates shop hand and power tools and equipment; maintains and repairs tools and equipment; inspects each vehicle and piece of equipment to ensure routine maintenance is up-to-date; maintains a clean and safe work area; disposes or arranges for disposal of defective parts and fluids in accordance with City Code and state law.
- Maintains records of hours worked and parts utilized in the repair and servicing of vehicles and equipment; assists in the preparation of equipment replacement and maintenance schedules; maintains an inventory of tools and parts; obtains parts as needed for repair; maintains an inventory of replacement filters, fluids, and parts as needed for routine service; prepares reports; inspects new vehicles and equipment for adherence to specifications.
- Assists other departmental employees
- Monitors safety conditions; recognizes unsafe conditions and takes corrective action as needed, complies with safety policy.
- Maintains knowledge and understanding of new equipment, new engines, new maintenance methods by attending school seminars and classes as required.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

The Mechanic Assistant is required to be capable of performing the following physical functions or a combination thereof for any given workday:

**Legend:**

Continuously is over 2/3 of a workday

Frequently is 1/3 to 2/3 of a workday

Occasionally is less than 1/3 of a workday

Workday - a normal workday is eight (8) hours with a break for a meal. A normal workweek is five (5) days with two consecutive days off. During emergencies, workdays may extend to 16 hours or more and a work week to seven days.

**Actions:**

Continuously speak comprehensible English and understand English, read, and write English

Hearing - continuously normal or corrected to normal

Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40, differentiate colors precisely, normal depth perception, normal peripheral vision

Continuously sit, stand, or walk

Continuously bend/stoop, squat, reach above shoulder level, crouch, kneel, balance, push/pull

Frequently climb height of ten feet

Occasionally crawl

Continuously use both feet for repetitive movements as in operating foot controls

Continuously use hands for firm grasping and fine manipulating

**Strength:**

Continuously - carry up to ten pounds and lift up to ten pounds

Frequently - carry eleven to seventy-four pounds and lift eleven to seventy-four pounds

Occasionally - carry seventy-five to one hundred pounds

**Stamina:**

Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty-seven (37) degrees centigrade (thirty-two (32) degrees Fahrenheit to ninety-nine (99) degrees Fahrenheit) and occasionally endure exposure to temperatures higher or lower

Continuously endure exposure to one or a combination of the following: dust, fumes, gases, mist, wet, humid

Occasionally exposed to moving mechanical parts hazard

Occasionally exposed to high noise levels

**Safety:**

Perform basic first aid

Perform cardiopulmonary resuscitation

Wear safety equipment including hard hat, steel-toed shoes, safety goggles, and safety vests

**Vaccinations:**

Receive vaccinations for tetanus and hepatitis B. The vaccinations for hepatitis B are made available to the Mechanic Assistant by the City but are not required.

**ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:**

The Mechanic Assistant is required to be capable of performing the following psychological, situational, and functional functions:

Ability to: communicate effectively, both orally and in writing; accept and delegate responsibility; understand and carry out oral and written instructions; cooperate with a wide range of individuals;

possess interpersonal skills sufficient to work closely with others on a team; demonstrate flexibility in a work environment; perform a variety of frequently changing tasks; exhibit sustained concentration and prolonged commitment to job tasks; work with others effectively under stress in situations dangerous to self or others; be tactful; maintain confidentiality as needed; deal with the public.

**MINIMUM QUALIFICATIONS:**

- A high school diploma or equivalent.
- Completion of technical school program in mechanics or equivalent course work.
- One year demonstrated experience as a mechanic.
- Possession of a valid driver's license.
- Possession of an American Heart Association Certification as a Basic Rescuer for cardiopulmonary resuscitation and emergency cardiac care within six months of the date of employment with the City.

**DESIRABLE QUALIFICATIONS:**

- Possession of a valid State of Minnesota Class A Driver's License with Air Brake Endorsement and Tanker Endorsement.
- Demonstrated truck driving and equipment operation experience.
- Current Minnesota Department of Transportation Vehicle Certification.
- Demonstrated knowledge of the practices, methods, tools, and materials used in the maintenance and repair of vehicles and equipment.
- Demonstrated knowledge of the operating characteristics of internal combustion engines and mechanical components.
- Demonstrated knowledge and experience in the repair and maintenance of diesel engines.
- Demonstrated knowledge and experience in the repair and maintenance of gasoline engines.
- Demonstrated knowledge and experience in the use of computer-based engine diagnostic equipment.
- Demonstrated knowledge and experience in personal computer use.
- Demonstrated knowledge and experience in pump maintenance.
- Demonstrated knowledge of the operating characteristics and servicing of heavy trucks and other equipment.
- Demonstrated knowledge of traffic laws and regulations governing truck and equipment operation.

- Demonstrated knowledge of OSHA regulations and safety precautions of the trade.

Adopted by the City Council 07/25/2022