



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Small Engine Mechanic	BAND/LEVEL:	TEC I
DEPARTMENT:	Parks & Recreation	JOB NO:	7295
DIVISION:	Parks & Forestry	DATE:	09/04/2020
REPORTS TO:	Parks & Maintenance Supervisor	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	512
REPLACES:	New	LAST REVISED DATE:	09/04/2020

JOB SUMMARY STATEMENT:

Performs preventative maintenance and repairs for small engines including trimmers, blowers, chainsaws, tillers, power washers, compressors, sprayers, water pumps, chippers, mowers etc. Diagnose and repair electrical issues with lift beds and trailers; bulbs, sockets and general wiring problems. Monitor and record park maintenance fuel deliveries and keep track of all fuel records required for necessary permits, required inspections and reports of fuel island, underground tanks and stormwater management, perform shop duties, such as cleanup, parts and supplies orders/stocking and updating Material Safety Data Sheets (MSDS). Conducts periodic inspections for safety and environmental compliance. Creates shop designs, fabricates, and modifies parts and equipment as needed. Determines parts or equipment to be fabricated and draws design. Orders materials and lays out design patterns. Welds and bolts materials and tests design. This position will also coordinate deliveries to PMHQ facility and unloading of equipment. Assist parks staff with projects as needed. Assists in emergency operations, including snow removal.

DUTIES AND RESPONSIBILITIES:

1. Inspects, repairs and maintains small and light equipment such as mowers, saws, water pumps, sprayers, etc. Checks equipment for obvious defects and cleans before disassembling. Gathers tools and disassembles equipment. Obtains needed parts and reassembles to working order. Tests equipment for proper operation.
2. Replaces tires on Parks equipment and vehicles. Checks tires periodically to ensure proper wear and tear.
3. Adjusts points, valves, carburetors, distributors, and spark plug gaps, using feeler gauges. Diagnose and repair small engine problems. Reassembles engines after repair or maintenance work is complete. Performs routine maintenance such as cleaning and oiling parts, honing cylinders, tuning ignition systems.
4. Uses computerized fleet management software to track equipment/vehicle maintenance and history. Inputs data including repairs made, time spent, parts used and parts cost.
5. Repairs or replaces defective parts such as magnetos, water pumps, gears, pistons, and carburetors, using hand tools. Tests and inspects engines to determine malfunctions, to locate missing and broken parts, and to verify repairs, using diagnostic instruments.
6. Provides remote field site repairs/etc. for all Parks & Rec Equipment using mobile repair trucks.
7. Communicates effectively verbally and in writing with all levels of staff. Obtains problem descriptions from employees, and prepares cost estimates for repairs. Train employee's proper equipment maintenance and how to perform preventative maintenance.



8. Welds broken steel components on equipment such as plows, plow frames, vboxes, frames, hitches and trailers. Determines equipment to be repaired. Removes defective equipment, grinds, cleans and welds break area and reinstalls parts or equipment.
9. Track fuel deliveries and fuel records required for necessary permits, required inspections and reports of fuel island, underground tanks and stormwater management, perform shop duties, such as cleanup, parts and supplies orders/stocking. Conducts periodic inspections for safety and environmental compliance and updating Material Safety Data Sheets (MSDS).
10. Creates shop designs, fabricates, and modifies parts and equipment. Determines parts or equipment to be fabricated and draws design. Orders materials and lays out a designed pattern. Welds and bolts materials and tests design.
11. Repairs and adjusts subassemblies such as water pumps and alternators. Checks components for defects and removes defective equipment. Repairs or replaces defective equipment and reinstalls components. Tests systems for proper operation.
12. Assists in emergency operations, including snow removal.
13. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks including snow duty. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
14. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education with technical training in the maintenance and repair of gasoline and diesel powered small equipment, welding and hydraulics, small engine repair or additional equivalent experience.
- Must obtain a valid Class A commercial driver's license with air brakes and tanker endorsements within 6 months from date of hire.
- Must have and maintain an insurable driving record.

EXPERIENCE:

- 6 months - 1 year of experience performing small engine maintenance and repair, or an equivalent level of experience.

SKILLS:

- Welding.
- Small engine repair.
- Equipment repair.
- Good oral and written communication skills.
- Good listening skills.
- Manual dexterity.
- Ability to work independently.
- Basic computer knowledge
- Working knowledge of all machines and equipment in the work area.

MENTAL REQUIREMENTS:

- Mechanical aptitude.
- Ability to assess situations and make recommendations.
- Ability to break down complex procedures into individual steps.
- Ability to work in a hectic environment with distractions and interruptions.
- Ability to read and comprehend vehicle maintenance and repair manuals.
- Alpha/numeric recognition.
- Logical reasoning.
- Ability to analyze safety situations.

PHYSICAL REQUIREMENTS:

- Ability to drive/operate City vehicles.
- Work in an environment with high noise levels.
- Ability to operate various tools and equipment necessary for the repair and maintenance of vehicles and machinery.
- Mobility to inspect equipment and vehicles in the various work sites around the City.
- Visual stamina and acuity to detect defects in parts and equipment.
- Ability to distinguish colors.
- Ability to distinguish smells.
- Ability to adjust to temperature changes.
- Ability to work in cramped conditions.
- Hand and eye coordination adequate to operate power tools and equipment safely and effectively.
- Exposure to exhaust noises and fumes.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.